




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

APRIL 12, 2022
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday April 12 2022
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 23, 2022 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a)	
		b)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a)	
		b)	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1254-22 Land Use Bylaw Amendment to Rezone Part of SE 8-106-15-W5M from Hamlet Residential 1B "H-R1B" to Institutional "I"	23
		b) Bylaw 1255-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 8 & 9	37
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		c)		
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		b)		
AGRICULTURE SERVICES:	9.	a)	None	
		b)		
COMMUNITY SERVICES:	10.	a)	Bylaw 1256-22 Fee Schedule Amendment	109
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		c)		
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		c)	Off-Site Levy Report	191
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		f)		
ADMINISTRATION	15.	a)		
		b)		
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COMMITTEE OF THE WHOLE ITEMS:	16	a)	Business Arising out of Committee of the Whole	
		b)		
COUNCIL COMMITTEE REPORTS:	17.	a)	Council Committee Reports (verbal)	
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		c)		
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CORRESPONDENCE:

NOTICE OF MOTION: 19. a)

NEXT MEETING DATES: 20. a) Committee of the Whole Meeting
April 26, 2022
10:00 a.m.
Fort Vermilion Council Chambers

b) Regular Council Meeting
April 27, 2022
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 21. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Carrie Simpson, Director of Legislative & Support Services
Title:	Minutes of the March 23, 2022 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 23, 2022 Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

Author: C. Sarapuk Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 23, 2022 Regular Council Meeting be adopted as presented.

Author: C. Sarapuk Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 23, 2022
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, AB**

PRESENT:

Josh Knelsen	Reeve
Jacque Bateman	Councillor – virtual
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Ernest Peters	Councillor –left meeting joined virtual at 12:33 p.m.

REGRETS: Walter Sarapuk Deputy Reeve

ADMINISTRATION:

Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
Carrie Simpson	Director of Legislative Services – virtual
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
John Zacharias	Director of Utilities – virtual
Don Roberts	Director of Community Services
Grant Smith	Agricultural Fieldman
Colleen Sarapuk	Recording Secretary

ALSO PRESENT: Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on March 23, 2022 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) **Call to Order**

Reeve Knelsen called the meeting to order at 10:00 a.m.

AGENDA: 2. a) **Adoption of Agenda**

MOTION 22-03-196 **MOVED** by Councillor Wardley

That the agenda be adopted with the following additions;

7.a) Question and Answer – Ridgeview Grade 6 Class

10.b) Backup Generators

- 11.e) Airport Lighting Upgrade Project – Airport Control Shack – Insurance Funds
- 15.c) Rural Renewal Immigration Stream

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. a) Minutes of the March 8, 2022 Regular Council Meeting**

MOTION 22-03-197

MOVED by Councillor Driedger

That the minutes of the March 8, 2022 Regular Council Meeting be adopted as amended.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. b) Business Arising out of the Minutes**

DELEGATIONS

- 7. a) Ridgeview Grade 6 Class (10:00 a.m.)**

**QUESTION AND
ANSWERS**

The Ridgeview Grade 6 Class elected Myelle Gallant as their Junior Reeve.

Junior Reeve Gallant asked the Ridgeview Grade 6 class if there were any questions.

Q:How often are council meetings?

Q:What is the budget of Mackenzie County?

Q:Will the County split in 2?

Q: How do you decide if the votes are split?

Q: If you have two houses in different areas, can you vote in both areas?

Q:Why are the wards called wards, and why are there 10 of them?

Q:How is the Reeve Elected?

Reeve Knelsen recessed the meeting at 10:57 a.m. and reconvened the meeting at 11:01 a.m.

TENDERS:

- 5.a) Line Painting 2022 – Request for Proposals**

MOTION 22-03-198

MOVED by Councillor Braun

That the Line Painting 2022 Request for Proposals - Envelope #1 be opened.

CARRIED

Bidder	Required Documents
Checkmark Services	All required documents enclosed
AAA Striping & Seal Coating Services	All required documents enclosed

MOTION 22-03-199 **MOVED** by Councillor Peters

That the Line Painting 2022 Request for Proposals - Envelope #2, be opened for the qualified bidders.

CARRIED

Bidder	Bid Total
Checkmark Services	\$79,396.25
AAA Striping and Seal Coating Services	\$65,231.15

MOTION 22-03-200 **MOVED** by Councillor Braun

That Administration review the Line Painting 2022 Request for Proposals and bring back a recommendation later in the meeting.

CARRIED

TENDERS: **5.b) Crack Filling 2022 – Request for Proposals**

MOTION 22-03-201 **MOVED** by Councillor Wardley

That the Crack Filling 2022 Request for Proposals - Envelope #1 be opened.

CARRIED

Bidder	Required Documents
APLS	All required documents enclosed
Crosslane Asphalt Maintenance Ltd	All required documents enclosed

MOTION 22-03-202 **MOVED** by Councillor Derksen

That the Crack Filling 2022 Request for Proposals - Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Bid Total
APLS	\$85,962.50
Crosslane Asphalt Maintenance LTD	\$75,000

MOTION 22-03-203 **MOVED** by Councillor Wardley

That Administration review the Crack Filling 2022 Request for Proposals and bring back a recommendation later in the meeting.

CARRIED

TENDERS: **5.c) Buttertown Road - Request for Proposals**

MOTION 22-03-204 **MOVED** by Councillor Wardley

That the Buttertown Road Request for Proposals – Envelope #1 be opened.

CARRIED

Bidder	Required Documents
Northern Road Builders LP	All required documents enclosed

MOTION 22-03-205 **MOVED** by Councillor Smith

That the Buttertown Road Request for Proposals - Envelope 2, be opened for the qualified bidders.

CARRIED

Bidder	Bid Total
Northern Road Builders LP	\$197,950

MOTION 22-03-206 **MOVED** by Councillor Driedger

That Administration review the Buttertown Road Request for Proposals and bring back a recommendation later in the meeting.

CARRIED

TENDERS: **5.d) Machesis Lake Campground Caretaker**

There were no Request for Proposals submitted for the Machesis Lake Campground Caretaker.

MOTION 22-03-207 **MOVED** by Councillor Wardley

That Machesis Lake Campground Caretaker Tenders be re advertised in the local paper and on the Alberta Purchasing Connections website.

CARRIED

TENDERS: **5.e) Fort Vermilion Flood Recovery Stage 2 Subdivision**

MOTION 22-03-208 **MOVED** by Councillor Braun

That the Fort Vermilion Flood Recovery Stage 2 Subdivision Tender – Envelope #1 be opened.

CARRIED

Bidder	Required Documents
Integrity Infrastructure	Missing Business license and Vaccination Policy
Green Acre Ventures	All required documents enclosed
Northern Road Builders LP	All required documents enclosed
Dechant Construction	All required documents enclosed
Mainline Construction	All required documents enclosed

MOTION 22-03-209 **MOVED** by Councillor Driedger

That Integrity Infrastructure bid for Fort Vermilion Flood Recovery Stage 2 Subdivision Tender, be returned to the sender without opening Envelope 2.

CARRIED

MOTION 22-03-210 **MOVED** by Councillor Peters

That the Fort Vermilion Flood Recovery Stage 2 Subdivision Tender- Envelope 2, be opened for the qualified bidders.

CARRIED

Bidder	Bid Total
Green Acre Ventures	\$4,378,742.50
Northern Road Builders LP	\$3,376,398.26
Dechant Construction	\$4,468,646.94

Mainline Construction	\$5,436,433.06
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MOTION 22-03-211 **MOVED** by Councilor Peters

That administration review the Fort Vermilion Flood Recovery Stage 2 Subdivision Tenders and bring back a recommendation later in the meeting.

CARRIED

Reeve Knelsen recessed the meeting at 11:56 a.m. and reconvened the meeting at 12:33 p.m.

COMMUNITY SERVICES:

10. a) Zama Recreation Society Community Park & Campground Operational Proposal

MOTION 22-03-212 **MOVED** by Councillor Braun

That Mackenzie County develop and enter into an Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground for a term no more than five (5) years as per the March 13, 2022 proposal submitted.

CARRIED

MOTION 22-03-213 **MOVED** by Councillor Cardinal
Requires 2/3

That once the Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground is signed the 2022 operating budget be amended with \$10,000 for the Zama Recreation Society coming from the Parks and Recreations 2022 Operating budget.

CARRIED

MOTION 22-03-214 **MOVED** by Councillor Wardley

That Administration bring to the next Council meeting an amendment to Bylaw 1246-21 Fee Schedule – **Parks - Section 1 General Park Fees** with the removal of **Zama Community Park** and all references under this heading.

CARRIED

OPERATIONS: **12. a) La Crete North Access – Capital Project Review/ Amendment - HANDOUT**

MOTION 22-03-215 **MOVED** by Councillor Wardley

That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.

CARRIED

PUBLIC HEARINGS: **6.a) Bylaw 1253-22 Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural “A” to Rural Industrial Light “RIL”**

Reeve Knelsen called the public hearing for Bylaw 1253-22 to order at 1:20 p.m.

Reeve Knelsen asked if the public hearing for proposed bylaw 1253-22 was properly advertised. Byron Peters, Interim Chief Administrative Officer, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1253-22 Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural “A” to Rural Industrial Light “RIL”

Byron Peters, Interim Chief Administrative Officer presented the following:

Administration has received a request to rezone a portion of NE 17-105-14-W5M to accommodate a Grain Bin Hopper Bottom Manufacturer. The business began in 2020 but they have recently moved to the subject property. They have already submitted a development permit to change the existing farm shop to a commercial shop which is appropriate for the business.

Grain bin hopper bottom manufacturing fits into the definition of Manufacturing, Minor as most activities will take place within the shop and there are not significant nuisance factors to consider. Manufacturing, Minor is not a use in the Agricultural “A” zoning district, but is a permitted use within the Rural Industrial Light “RIL” zoning district.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1253-22. There were no submissions

Reeve Knelsen asked if there was anyone present who would like to speak

in regards to the proposed Bylaw 1253-22
There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1253-22 at 1:22 p.m.

MOTION 22-03-216 **MOVED** by Councillor Wardley

That second reading be given to Bylaw 1253-22 being a Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate the Manufacturing, Minor use.

CARRIED

MOTION 22-03-217 **MOVED** by Councillor Smith

That third reading be given to Bylaw 1253-22 being a Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate the Manufacturing, Minor use.

CARRIED

DELEGATIONS **7. b) Fort Vermilion Grazing Reserve**

MOTION 22-03-218 **MOVED** by Councillor Derksen

That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.

CARRIED

Reeve Knelsen recessed the meeting at 2:10 p.m. and reconvened the meeting at 2:21 p.m.

MOTION 22-03-219 **MOVED** by Councillor Cardinal

That the Line Painting 2022 contract, be awarded to the most qualified bidder according to the matrix while staying within budget.

Bidder	Points Awarded (out of 100)
Checkmark Services	49
AAA Striping & Seal Coating Services	73

CARRIED

MOTION 22-03-220 **MOVED** by Councillor Driedger

That the Crack Filling 2022 contract be awarded to the most qualified bidder according to the matrix while staying within budget.

Bidder	Points Awarded (out of 100)
Crosslane	83
APLS	39

CARRIED

MOTION 22-03-221 **MOVED** by Councillor Braun

That the Buttertown Road Request for Proposals contract be awarded to the most qualified bidder according to the matrix while staying within budget.

Bidder	Points Awarded (out of 100)
Northern Road Builders LP	91.5

CARRIED

**GENERAL
 REPORTS:**

8. a) None

**AGRICULTURE
 SERVICES:**

9. a) None

**COMMUNITY
 SERVICES:**

10.b) **Backup Generators (Addition)**

MOTION 22-03-222 **MOVED** by Councillor Driedger
 Requires unanimous

That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.

CARRIED UNANIMOUSLY

FINANCE:

11. a) **Tax Recovery Auction – Reserve Tax Roll #188218**

MOTION 22-03-223 **MOVED** by Councillor Cardinal
 Requires 2/3

That the reserve bid for Tax Roll #188218 being sold by public auction April 12th be set as follows:

Roll #	Ward	Zoning	Legal Location	Civic / Rural Address	Assessment Value	Reserve Bid
188218	4	A	SE 7-106-14-W5	106134 RGE RD 145	449,720	952,000

CARRIED

FINANCE

11. b) Amend Motion 22-02-110

MOTION 22-03-224
 Requires 2/3

MOVED by Councillor Wardley

That Motion #22-02-110 be rescinded.

CARRIED

MOTION 22-03-225
 Requires 2/3

MOVED by Councillor Smith

That the 2021 Operating Budget be amended by \$432,266 once the RSSA, and other agreements are signed by both parties, with funding coming from the General Operating Reserve.

CARRIED

FINANCE:

11. c) Expense Claims – Councillors

MOTION 22-03-226

MOVED by Councillor Driedger

That the Councillor Expense Claims for February 2022 be received for information.

CARRIED

FINANCE:

11. d) Expense Claims – Members at Large

MOTION 22-03-227

MOVED by Councillor Braun

That the Member at Large Expense Claims for January/February 2022 be received for information.

CARRIED

FINANCE:

11. e) Airport Lighting Upgrade Project – Airport Control Shack – Insurance Funds (Addition)

MOTION 22-03-228
 Requires unanimous

MOVED by Councillor Driedger

That the \$75,000 received from insurance for the Airport Control Shack be

allocated to the General Capital Reserve in 2021.

CARRIED UNANIMOUSLY

MOTION 22-03-229
Requires unanimous

MOVED by Councillor Wardley

That the 2022 Capital Budget be amended by \$75,000 for the Airport Lighting Upgrade Project with funding coming from the General Capital Reserve

CARRIED UNANIMOUSLY

UTILITIES:

13. a) None

**PLANNING &
DEVELOPMENT:
ADMINISTRATION:**

14. a) None

15. a) 2022 Capital Budget – Xerox Replacement Fort Vermilion

MOTION 22-03-230

MOVED by Councillor Bateman

That the Xerox 110 scanner be purchased with the funds coming from the 2022 Capital Budget – Fort Vermilion Xerox Replacement.

CARRIED

ADMINISTRATION:

15. b) RCMP/Municipal Employee

MOTION 22-03-231

MOVED by Councillor Wardley

That administration requests that the RCMP provide a statement to Mackenzie County regarding the discontinuation of the service of providing Criminal Record Checks at the Mackenzie County Office in La Crete and Mackenzie County will assist in notifying the public.

CARRIED

ADMINISTRATION:

15.c) Rural Renewal Immigration Stream (addition)

MOTION 22-03-232
Requires unanimous

MOVED by Councillor Wardley

That Mackenzie County support REDI with the Rural Renewal Immigration Stream.

CARRIED UNANIMOUSLY

COMMITTEE OF THE

16. a) Business Arising out of Committee of the Whole

WHOLE ITEMS:

MOTION 22-03-233 **MOVED** by Councillor Wardley

That Council approve the Regravelling Program 2022 as discussed, and that administration be directed to commence advertising.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

17. a) Council Committee Reports (verbal)

MOTION 22-03-234 **MOVED** by Councillor Derksen

That the Council Committee Reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

17. b) Municipal Planning Commission Meeting Minutes

MOTION 22-03-235 **MOVED** by Councillor Wardley

That the unapproved Municipal Planning Commission meeting minutes of March 10, 2022 be received for information.

CARRIED

MOTION 22-03-236 **MOVED** by Councillor Cardinal

That the Fort Vermilion Flood Recovery Stage 2 Subdivision contract, be awarded to the lowest qualified bidder while staying within budget and confirmation of completion date.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

17. c) Agricultural Service Board Meeting Minutes

MOTION 22-03-237 **MOVED** by Councillor Smith

That the unapproved Agricultural Service Board meeting minutes of March 9, 2022 be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

18. a) Information/Correspondence

MOTION 22-03-238

MOVED by Councillor Braun

That the information/correspondence items be accepted for information purposes.

CARRIED

CLOSED MEETING

4.a) Closed Meeting

MOTION 22-03-239

MOVED by Councillor Cardinal

That Council move into a closed meeting at 5:18 p.m. discuss the following:
4.a) Labour (*FOIP, Div. 2, Part 1, s. 17*)

CARRIED

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All members of Council other than Deputy Reeve Sarapuk

MOTION 22-03-240

MOVED by Councillor Wardley

That Council move out of the closed meeting at 5:33 p.m.

CARRIED

NOTICE OF MOTION:

19. a) None

**NEXT MEETING
DATE:**

20. a) Next Meeting Dates

Regular Council Meeting
April 12, 2022
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
April 26, 2022
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 21. a) Adjournment

MOTION 22-03-241 MOVED by Councillor Wardley

That the council meeting be adjourned at 5:33 p.m.

CARRIED

These minutes will be presented for approval at the April 12, 2022 Regular Council Meeting.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	PUBLIC HEARING Bylaw 1254-22 Land Use Bylaw Amendment to Rezone Part of SE 8-106-15-W5M from Hamlet Residential 1B “H-R1B” to Institutional “I”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone a portion of SE 8-106-15-W5M to accommodate a new Place of Worship; Grace Bible Fellowship. The applicants have submitted a subdivision application for the subject area.

The area proposed to be rezoned does not currently have adequate access to accommodate the proposed use, this will be required at the time of subdivision. 100 Avenue will also be required to be extended prior to subdivision registration. The area required for the road extension does not require rezoning and is therefore not included in the drawing at this time. The proposed subdivision plan is included for reference purposes which now includes the 30m road. Council also requested that MR be taken along the East property line to account for future road widening.

The land proposed to be rezoned is also subject to Offsite Levy Bylaw 1225-21 which will be required to be paid at time of subdivision.

There are water and sanitary sewer services nearby, which the applicant will also be required to tie into at time of subdivision.

The proposed bylaw was presented for first reading by Council on March 8, 2022 where the following motion was made:

Author: N Friesen **Reviewed by:** C Smith **CAO:** B Peters

MOTION 22-03-177 MOVED by Councillor Braun

That first reading be given to Bylaw 1254-22 being a Land Use Bylaw Amendment to Rezone Part of SE 8-106-15-W5M from Hamlet Residential 1B “H-R1B” to Institutional “I” to accommodate a Place of Worship, subject to public hearing input.

CARRIED

Proposed Bylaw 1254-22 was presented to the Municipal Planning Commission on March 10, 2022 where the following motion was made:

MPC 22-03-33 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 1254-22 being a Land Use Bylaw Amendment to Rezone Part of SE 8-106-15-W5M from Hamlet Residential 1B “H-R1B” to Institutional “I” to accommodate a church, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Options are to pass, defeat, or table second and third reading.

COSTS & SOURCE OF FUNDING:

Costs consisted of advertising the Public Hearing and adjacent landowner letters which were borne by the applicant.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for continually growing population.

COMMUNICATION / PUBLIC PARTICIPATION:

The bylaw amendment was advertised as per MGA requirements, this included all adjacent landowners. The applicant was also required to display a sign on the subject property as per MGA requirements.

POLICY REFERENCES:

Author: N Friesen **Reviewed by:** C Smith **CAO:** B Peters

DEV001 Urban Development Standards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1254-22 being a Land Use Bylaw Amendment to Rezone Part of SE 8-106-15-W5M from Hamlet Residential 1B “H-R1B” to Institutional “I” to accommodate a Place of Worship.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1254-22 being a Land Use Bylaw Amendment to Rezone Part of SE 8-106-15-W5M from Hamlet Residential 1B “H-R1B” to Institutional “I” to accommodate a Place of Worship.

Author: N Friesen **Reviewed by:** C Smith **CAO:** B Peters

BYLAW NO. 1254-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a Place of Worship.

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the land use designation of the subject parcels known as:

Part of SE 8-106-15-W5M

Within Mackenzie County, be rezoned from Hamlet Residential 1B “H-R1B” to Institutional “I” outlined in Schedule “A” hereto attached.

READ a first time this ____ day of _____, 2022.

PUBLIC HEARING held this ____ day of _____, 2022.

READ a second time this ____ day of _____, 2022.

READ a third time and finally passed this ____ day of _____, 2022.

Josh Knelsen
Reeve

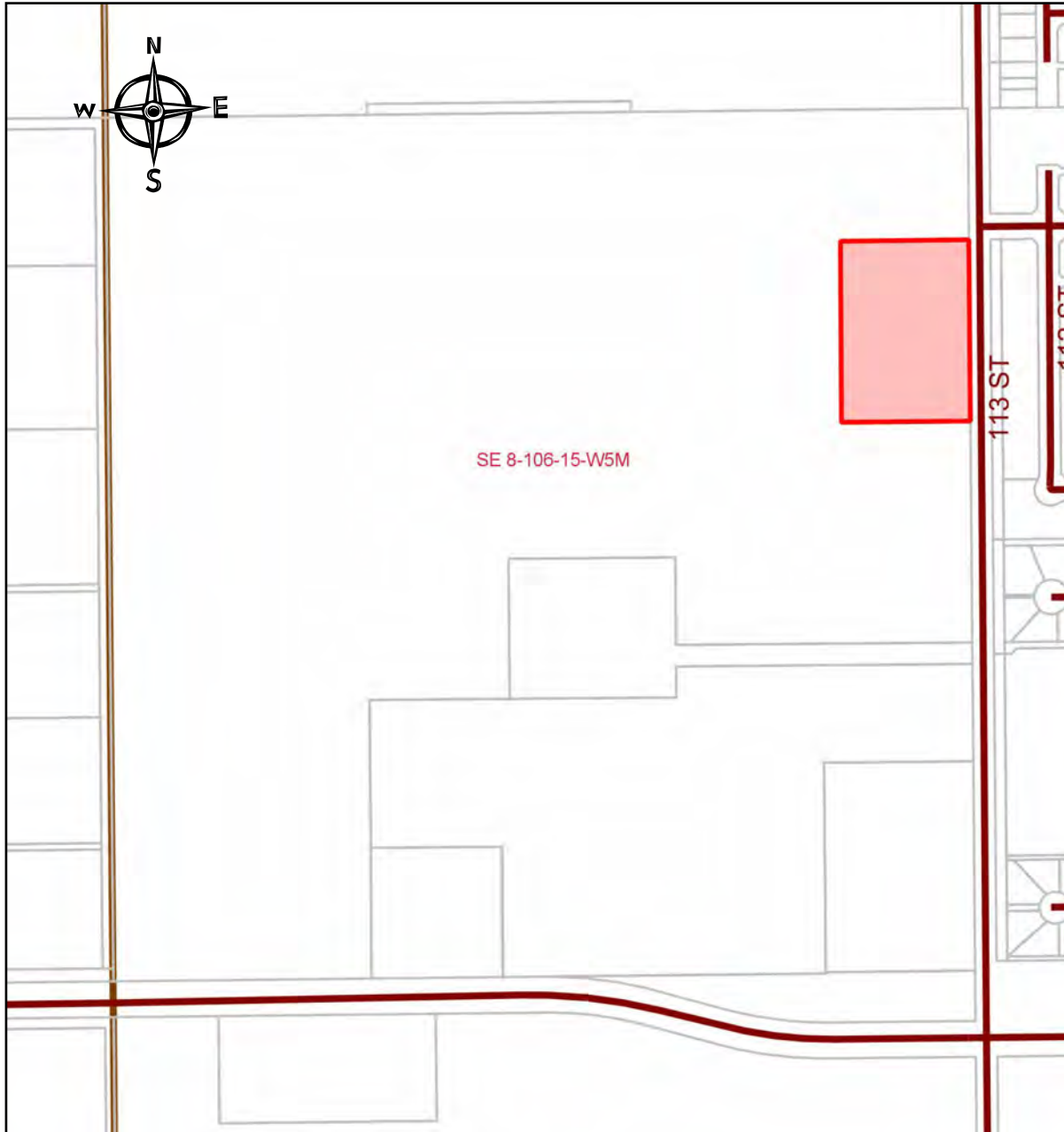
Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1254-22

SCHEDULE "A"

1. That the land use designation of the following properties known as:

Part of SE 8-106-15-W5M within Mackenzie County, be rezoned:



FROM: Hamlet Residential 1B "H-R1B"

TO: Institutional "I"

Mackenzie County LAND USE BYLAW AMENDMENT APPLICATION

Name Of Applicant <u>Robin Dyck</u>
Address:

Complete only if different from Applicant

Name of Registered Owner <u>Trudy Derksen</u> <u>Reuben Derksen</u>
Address:

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS. <u>SE</u>	SEC. <u>8</u>	TWP. <u>106</u>	RANGE <u>15</u>	M. <u>WS</u>	or	PLAN	BLK	LOT
-----------------------	------------------	--------------------	--------------------	-----------------	----	------	-----	-----

Civic Address: _____

Land Use Classification Amendment Proposed:

From: Hamlet Residential 1B To: Institutional

Reasons Supporting Proposed Amendment:

<u>To subdivide a 5 acre lot for the purpose of building a church.</u>
--

I have enclosed the required application fee

Receipt No.: _____

Applicant Signature _____

Feb 16, 2022
Date

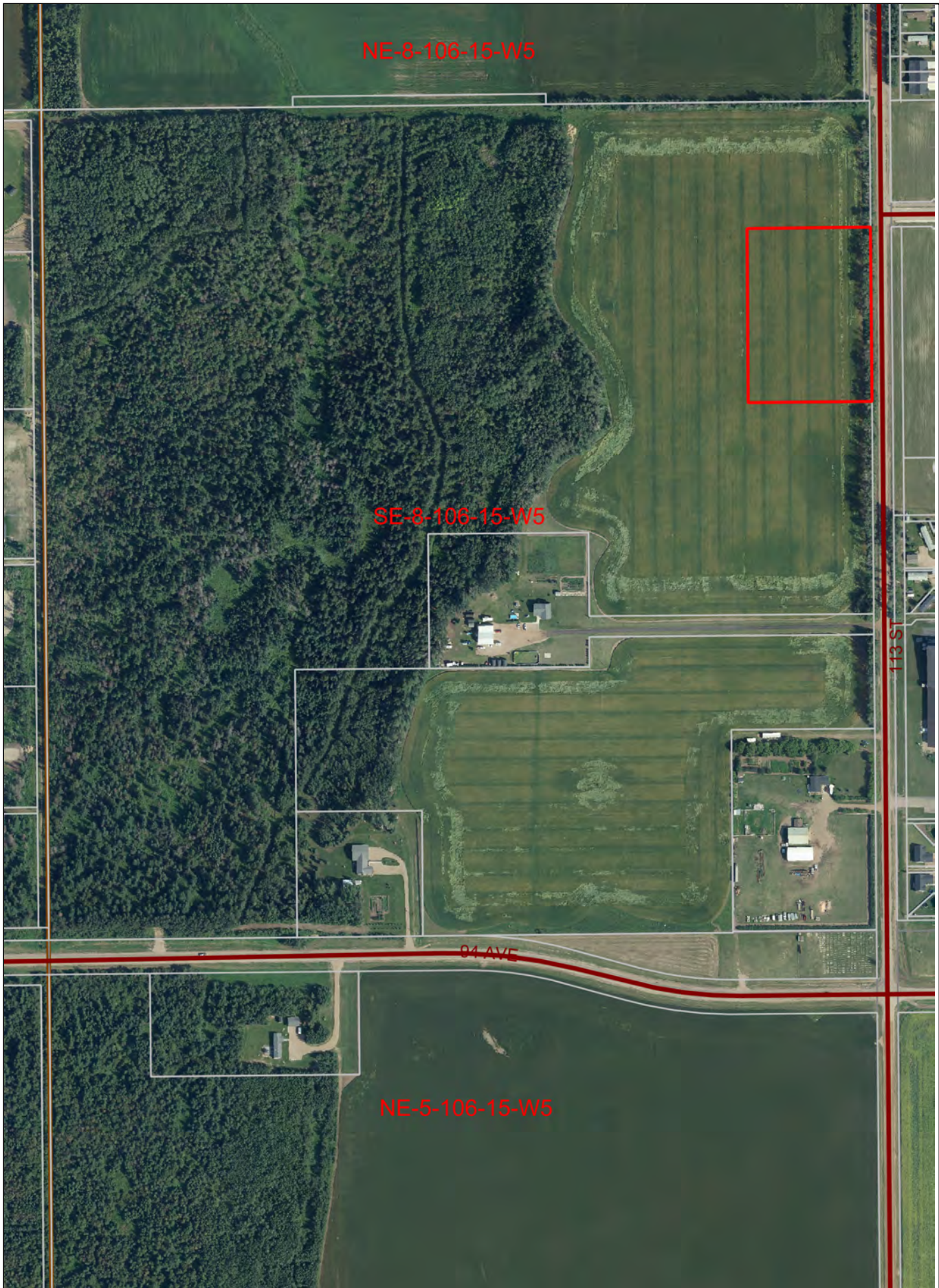
Registered Owner Signature _____

Feb 16, 2022
Date

NOTE: Registered Owner's signature required only if different from applicant

The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and Land Use Bylaw Enforcement. The name of the permit holder and nature of the permit are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.





TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
S.E. 1/4 Sec. 8, Twp. 106, Rge. 15, W. 5M.

(For Church Site)
Within
Mackenzie County, Alberta

Schedule of Area(s)

Contains 1 Lot,	Containing 2.02 ha (5.00 Ac.)
5m MR,	Containing 0.084 ha (0.208 Ac.)
1 Road,	Containing 0.375 ha (0.927 Ac.)
Total	2.48 ha (6.13 Ac.)

Registered Title Encumbrances (Affecting Extend of Title)

782 188 224 - Caveat - Re: Easement
792 037 913 - Utility Right of Way - Atco Electric Ltd.
802 032 187 - Utility Right of Way - Northern Lights Gas Co-op Ltd.
032 070 228 - Utility Right of Way - Mackenzie County
102 027 441 - Caveat - Re: Utility Right of Way - Atco Electric Ltd.

Notes

- Distances are in Metres and Decimals Thereof.
- No field inspection was conducted.
- Water and Septic to be served by Hamlet of La Crete.
- Site to be concurrently re-zoned to: Institutional "I"

Legend

Area Affected by This Plan is Outlined Thus.....	Power Pole Shown Thus.....	⊙
Roads Shown Thus.....	Septic Tank/Discharge Shown Thus...	⊙
Overhead Power Shown Thus.....	Cistern Shown Thus.....	⊙
Gas Co-op Shown Thus.....	Mun. Sani. Line Shown Thus....	- S - S -
Mun. Water Line Shown Thus....		

Land Owner(s)

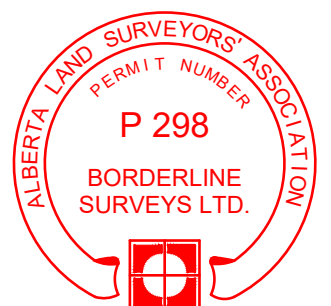
REUBEN DERKSEN
TRUDY DERKSEN
C. of T. 102 114 200 +1

Site Information

Not Available



#103-2, 8301 99 Street
Clairmont, Alberta T8X 5B1
Phone: (780) 538-1955
E-mail: jwc.surveyor@gmail.com



PREPARED BY
Jason Coates, A.L.S.

Revision Table

No.	Revision Type	Drafted	Chk'd	Surveyed	Date
1	Added 24m Road	TB	JC		Mar. 21, 2022
2	Added MR and 30 Road R/W	MM	JC		Mar. 30, 2022

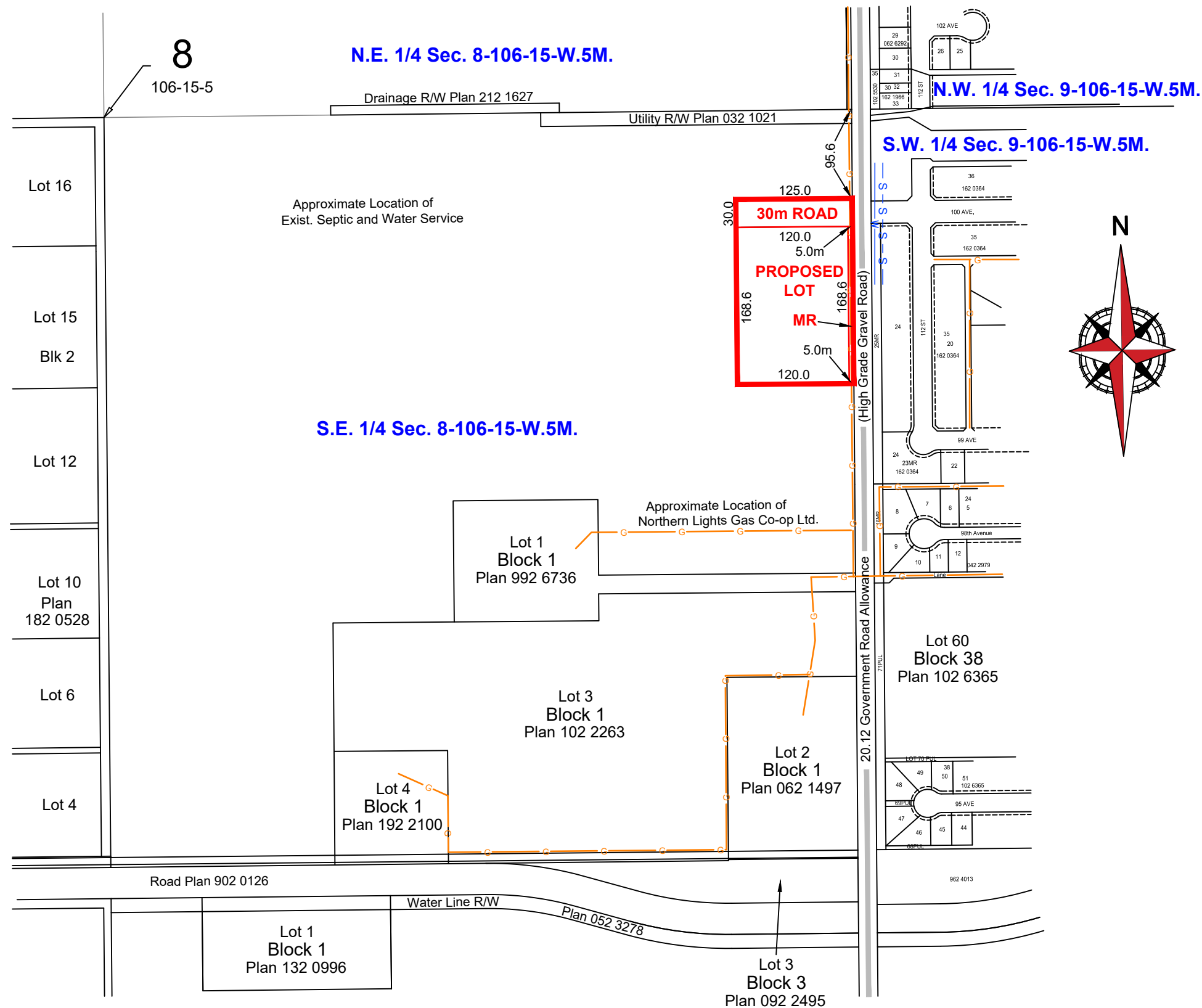
Client File No: N/A

File No: 220017T

Job No: 220017

Sheet: 1 of 4

2
Revision



Scale 1:5000
0 100 200

TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
S.E. 1/4 Sec. 8, Twp. 106, Rge. 15, W. 5M.
 (For Church Site)
 Within
 Mackenzie County, Alberta



Photo
 Aug. 2010 - Sep. 2016



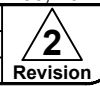
#103-2, 8301 99 Street
 Clairmont, Alberta T8X 5B1
 Phone: (780) 538-1955
 E-mail: jwc.surveyor@gmail.com



PREPARED BY
 Jason Coates, A.L.S.

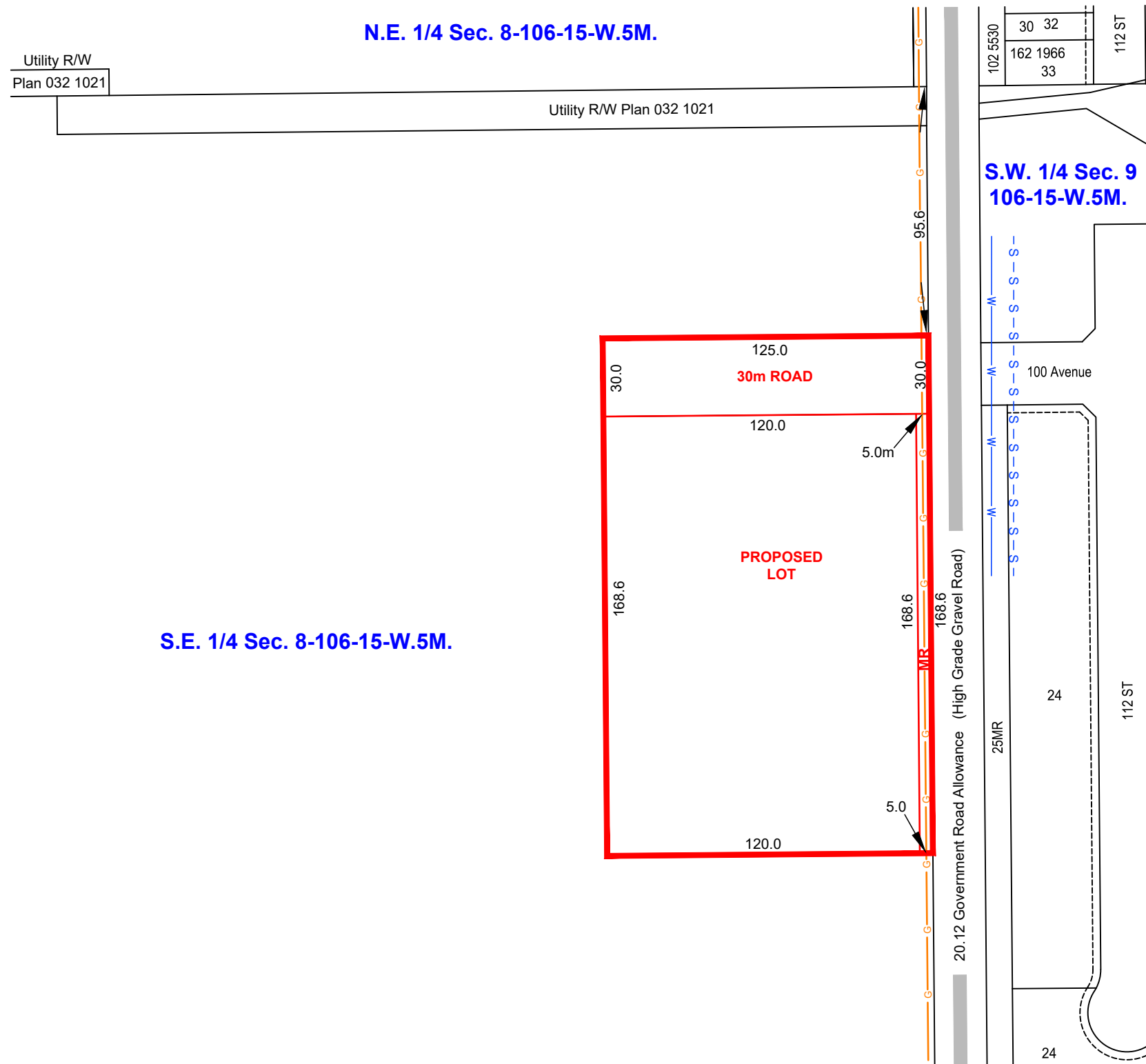
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Client File No: N/A					
File No: 220017T		Job No: 220017		Sheet: 2 of 4	



TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
S.E. 1/4 Sec. 8, Twp. 106, Rge. 15, W. 5M.
 (For Church Site)
 Within
 Mackenzie County, Alberta



Detail
 Scale 1:2000

BORDERLINE SURVEYS

#103-2, 8301 99 Street
 Clairmont, Alberta T8X 5B1
 Phone: (780) 538-1955
 E-mail: jwc.surveyor@gmail.com



PREPARED BY
 Jason Coates, A.L.S.

Revision Table					
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Client File No: N/A					
File No: 220017T		Job No: 220017		Sheet: 3 of 4	
					 2 Revision

TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
S.E. 1/4 Sec. 8, Twp. 106, Rge. 15, W. 5M.
 (For Church Site)
 Within
 Mackenzie County, Alberta



Photo
 Aug. 2010 - Sep. 2016



BORDERLINE

SURVEYS

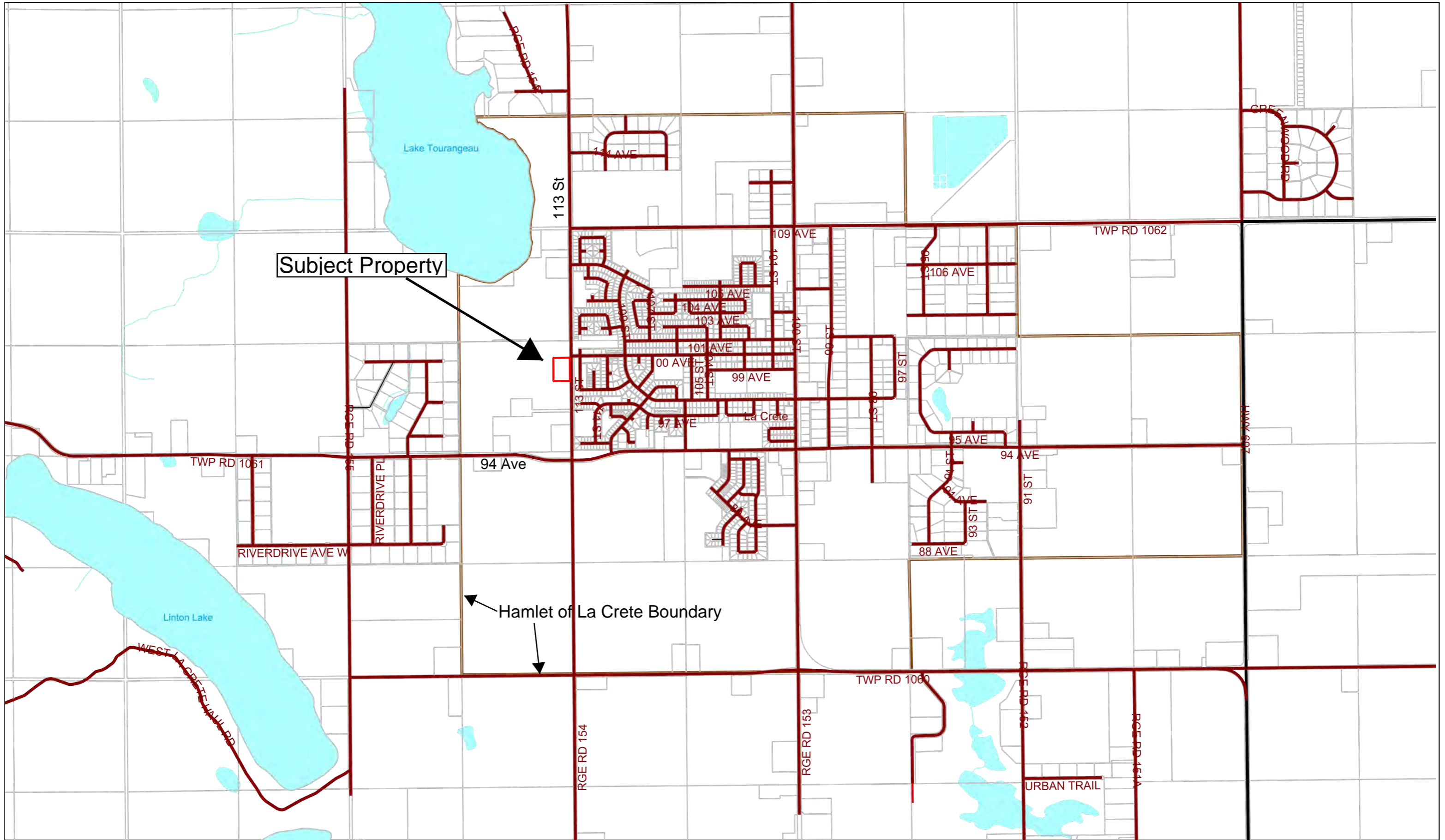
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PREPARED BY
 Jason Coates, A.L.S.

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Client File No: N/A					
File No: 220017T		Job No: 220017		Sheet: 4 of 4	
					 Revision



Subject Property

Hamlet of La Crete Boundary

Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1254-22

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment – Rezoning and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment – Rezoning?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment – Rezoning? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment – Rezoning?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1255-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A PLAN CANCELLATION AND CONSOLIDATION
IN ACCORDANCE
WITH SECTION 658 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

WHEREAS, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Mix & Match Clothing, being the registered owner of Plan 1160NY, Block 3, Lots 8 and 9, have requested that the lands be consolidated; and

NOW THEREFORE, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That Subdivision Plan 1160NY, Block 3, Lots 8 and 9 as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 10.

READ a first time this 8th day of March, 2022.

PUBLIC HEARING held this _____ day of _____, 2022.

READ a second time this _____ day of _____, 2022.

READ a third time and finally passed this _____ day of _____, 2022.

Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1255-22

SCHEDULE "A"



Mackenzie County
SUBDIVISION APPLICATION – Single Stage

10006 + 10002 100
ave

Office Use Only:

Receipt No: 278 391 Application Received Date: Jan. 28/22 File No: _____
 Consultation Completed: Date: Jan. 28/22 Administration: Lynda + Nicole

Name of Applicant/Agent <u>Mix and Match Clothing</u>		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Name of Registered Owner (if different from applicant) <u>Frank & Agatha Driedger</u>		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Legal Land Description(s):

All or Part of:

QTR./LS.	SEC.	TWP.	RANGE	M.

Certificate of Title (CofT): _____
 (if required)

or/ and	PLAN <u>1160 N4</u>	BLK <u>3</u>	LOT <u>8,9</u>
---------	------------------------	-----------------	-------------------

Current Parcel Size: 0.606 (comb) Proposed Lots: _____ Size(s): Lot 1: _____ Lot 2: _____

Does the current parcel contain a yard site? No Yes Civic Address: _____

Type of Application:

- Rural Single Lot Rural Double Lot Boundary adjustment Lot Consolidation
 Urban Single Lot Yard Site Separation Other: _____

Location of Land to be Subdivided:

Is the land located within or adjacent to a hamlet boundary? No Yes, _____

Is the land located adjacent to a municipal boundary? No Yes, _____

Is the land located within 1.6 km (1 mile) of a provincial Highway? No Yes, _____

Is the land located within 1.6 km (1 mile) of a sour gas facility? No Yes, _____

Is the land bounded by or does it contain a water body? No Yes, Please describe: _____

Mackenzie County
 Box 640, 4511-46 Avenue
 Fort Vermilion, AB T0H 1N0



Mackenzie County

Phone: (780) 927-3718
 Fax: (780) 927-4266
 Email: subdivisions@mackenziecounty.com
 www.mackenziecounty.com

Physical Characteristics of Land to be Subdivided:

Topography of land (flat, rolling, low, mixed): _____

Vegetation on land (brush, tree stands, cleared): _____

Soil type (sandy, loam, clay, etc.): _____

Existing and Proposed Use of the Land:

Existing use of the land (residential, commercial, agricultural): _____

Proposed use of the land (residential, commercial, agricultural): _____

Land use district within the Land Use Bylaw: LC-TC (La Crete Town Centre)

Does the lot size meet the requirements within the Land Use Zoning? no yes

Will the parcel require rezoning due to the size or proposed use? no yes

If yes, what is the proposed zoning district? _____

Describe any existing buildings or services: _____

Describe any buildings or services to be demolished or relocated: _____

Services:

Type of Service	Water	
	Existing	Proposed
Dugout		
Well		
Cistern & Hauling		
Municipal Service		
Other (specify below)		

Type of Service	Sewer	
	Existing	Proposed
Open Discharge		
Sub-Surface (Field)		
Above Ground Septic Tank		
Sewage Lagoon		
Outdoor Privy		
Municipal Service		
Other (specify below)		

Additional Requirements:

Is the application for a quarter section or river lot that has been previously subdivided? No Yes

If yes, is the proposed parcel greater than 10.00 acres (4.04 hectares) in size? No Yes

If yes, why? Please describe: _____

Has a tentative plan, prepared by a qualified surveyor been submitted? No Yes

Is the applicant aware of any off-site levy/municipal reserve fees? No Yes, initial: _____



Authorization by Registered Owner and Applicant:

Signing of this application, by the registered property owner and applicant or agent (e.g. Surveyor or executor), authorizes Mackenzie County to circulate the application to affected parties as necessary to comply with the requirements of the Municipal Government Act (MGA). Affected parties include, but are not limited to, adjacent landowners, utility companies, government agencies, and surveyors.

Signing of this application also grants permission to Mackenzie County personnel to conduct site inspections of the property. Site inspections include, but are not limited to, land elevation and access review, including taking photos of the property.

I/We, _____ hereby certify that

- I/We are the registered landowner(s), **OR**
- I/We are the agent authorized on behalf of the registered landowner,

And verify that the information contained within this application is full and true to the best of my/our knowledge and it is a true statement of the facts pertaining to the application for subdivision.

Applicant Name	Applicant Signature 	Date
Registered Owner Name	Registered Owner Signature 	Date <u>Jan. 28/22</u>
Registered Owner Name	Registered Owner Signature 	Date <u>Jan. 28/22</u>

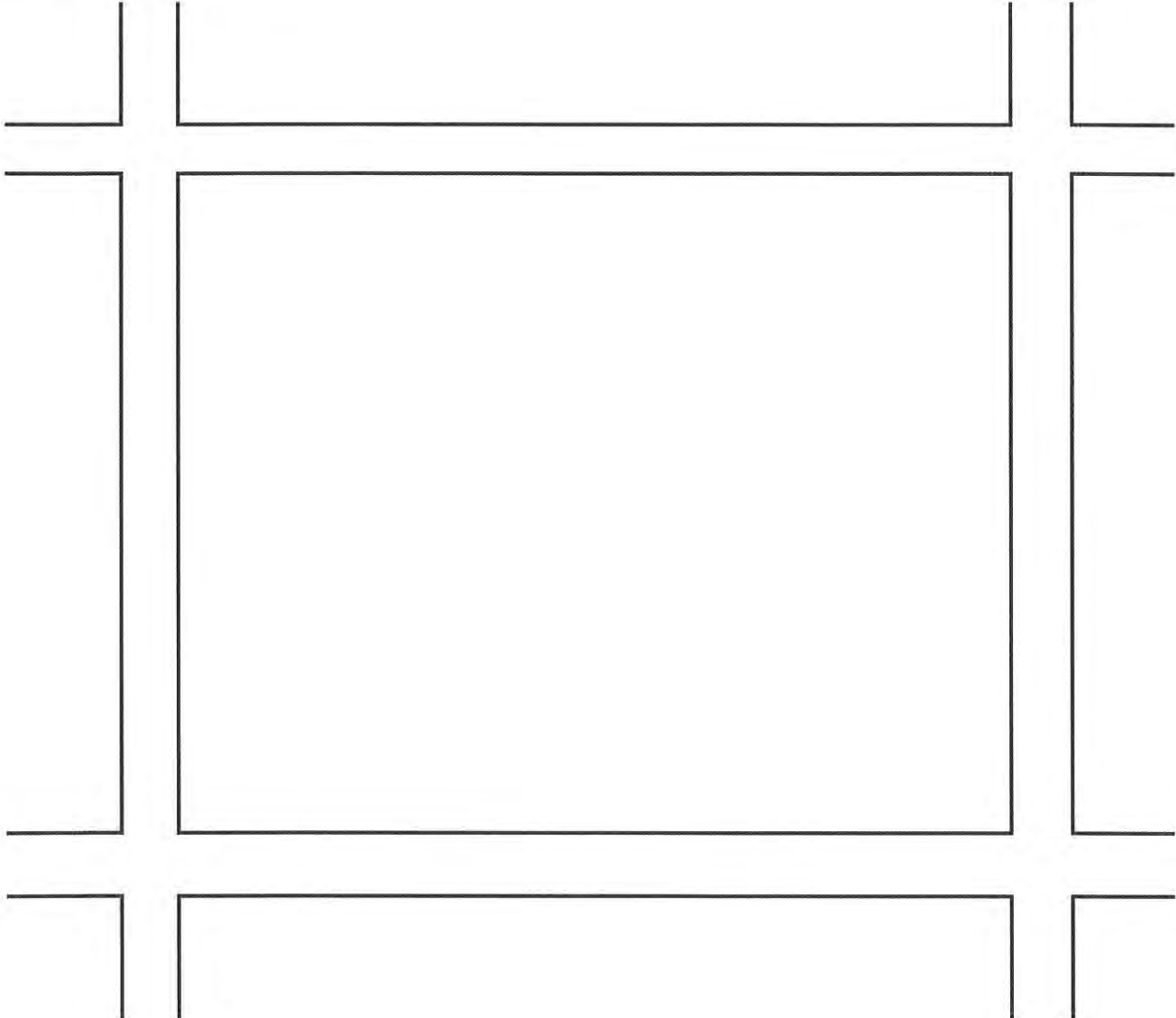
NOTE: Registered Owner(s) must sign even if an applicant/agent is acting on their behalf

The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of managing and administration of the subdivision application process. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.



Subdivision Application Site Plan:
(to be prepared by a qualified surveyor when required by administration)

Date of Site Plan: _____



Site Plan Checklist

- _____ Location of Proposed Subdivision and Distance from property/quarter lines
- _____ Length and Width of Proposed Subdivision
- _____ Location of Access/Driveway and Distance from Intersections
- _____ Ravines, Creeks, Lakes, Sloughs, or Other Water Bodies
- _____ Shelterbelts and/or Treed Areas
- _____ Location and Names of Roads and/or Road Allowances



CONSOLIDATION APPLICATION: AERIAL PHOTO



File Bylaw 12xx-22

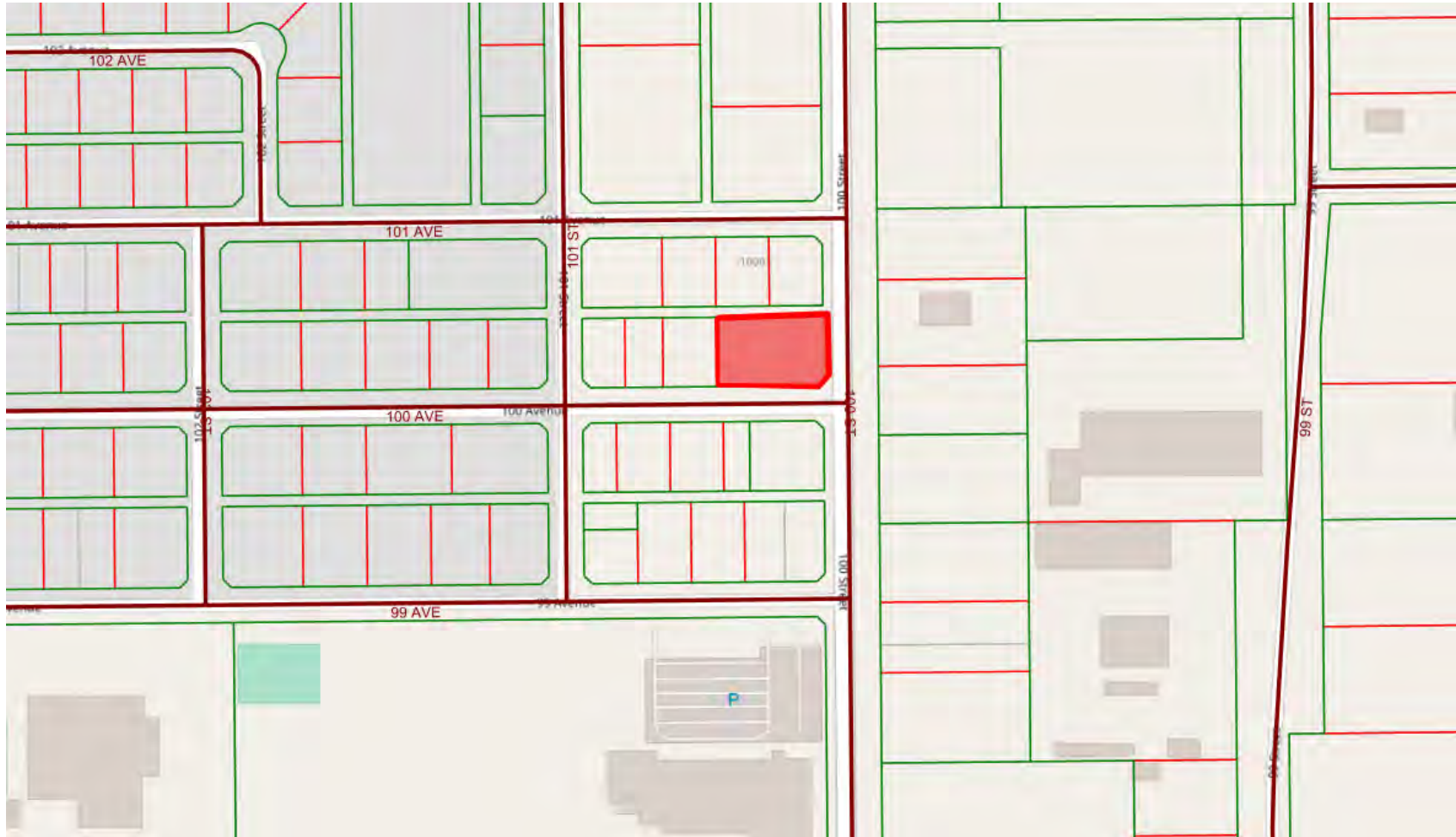
NOT TO SCALE

Disclaimer

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied. The County, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



CONSOLIDATION APPLICATION



File No. Bylaw 1255-22

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Mackenzie County

NOT TO SCALE



Mackenzie County

**PUBLIC HEARING FOR PLAN CANCELLATION AND
CONSOLIDATION**

BYLAW 1255-22

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Plan Cancellation and Consolidation present his submission.

_____ Does the Council have any questions of the proposed Plan Cancellation and Consolidation?

_____ Were any submissions received in regards to the proposed Plan Cancellation and Consolidation? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Plan Cancellation and Consolidation?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	DELEGATION - 10:30 a.m. Compass Assessment Consultants Inc. (Aaron Steblyk) 2021 Assessments for 2022 Taxation

BACKGROUND / PROPOSAL:

Aaron Steblyk from Compass Assessment Consultants Inc. will provide Council information on this year's market value assessments and other issues of concern.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: J.Batt **Reviewed by:** C. Simpson **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2021 Assessment for the 2022 Taxation presentation report be received for information.

Author: J.Batt Reviewed by: _____ CAO: _____



Mackenzie County

2021 Assessment for 2022 Taxation

Reporting on our Progress and
Milestones



Contents of the Report

Part 1:

Assessment
Review Board
Results

Part 2:

Inspections

Part 3:

2021
Assessment for
2022 Taxation

Part 4:

Re-Inspection
Cycle

Part 5:

Looking
Forward

ASSESSMENT REVIEW BOARD RESULTS

- Another successful year
- 4 complaints filed
 - 3 were residential complaints, heard by the Local Assessment Review Board (LARB)
 - 1 was a non-residential complaint heard by the Composite Assessment Review Board (CARB)
- Decisions confirmed the assessment on all properties.
- Rate payer inquiries continue to be productive in addressing discrepancies in data and understanding of the assessment function.

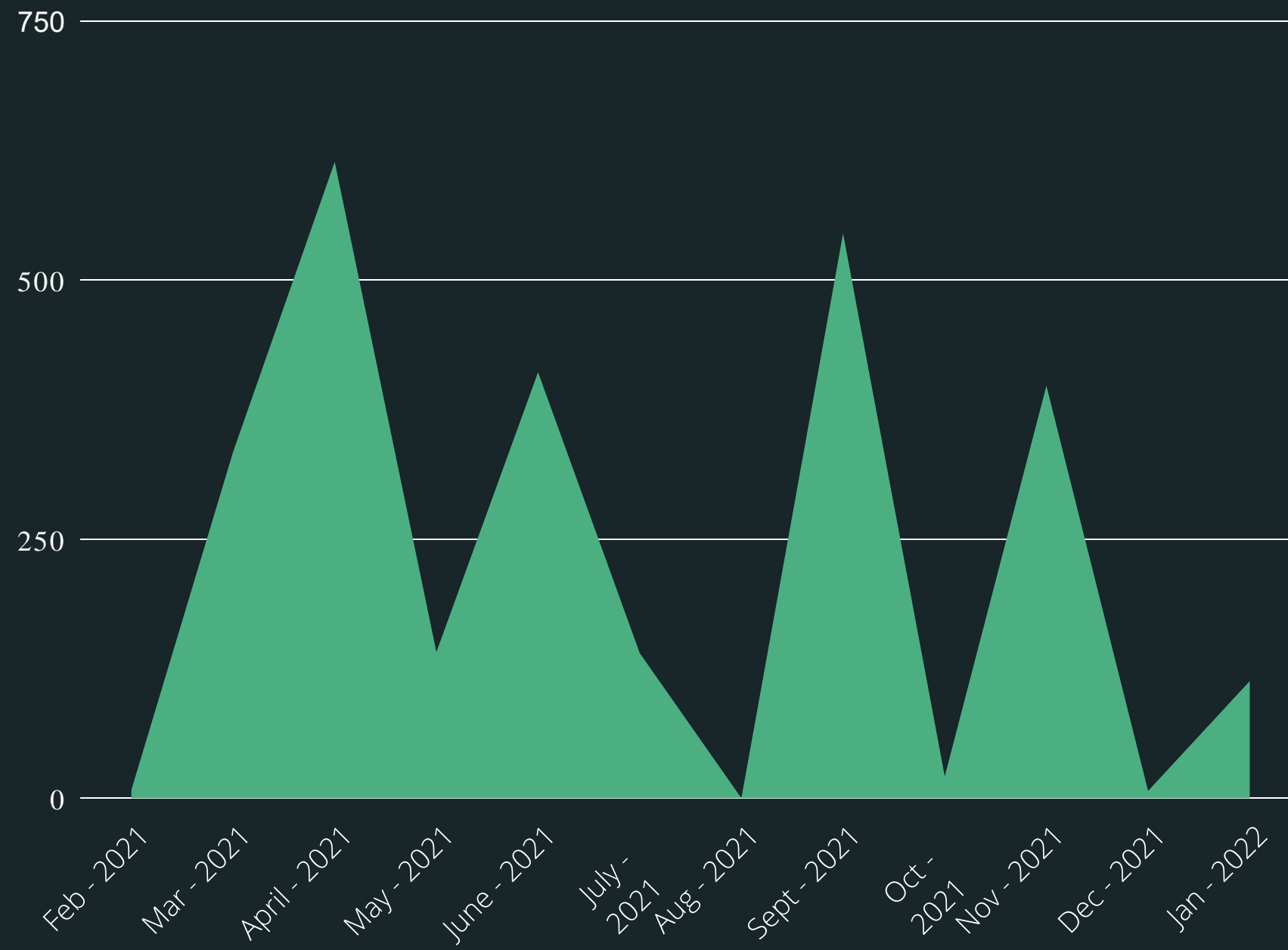
0.0003%

Change in total assessment by
way of complaint or inquiry



INSPECTIONS

- Fort Vermilion Re-inspection focusing on properties that were not affected by the flood.
- Physical Inspection of all 2021 Permits
- Review of Quarterly Lease Reports
- Review of Subdivisions
- Updated photos of buildings on-site at time of inspection
- Re-Inspection focused in Fort Vermilion area and Around LaCrete



100

Percent of 2021 Permits

2726

Total Properties Inspected

2021 ASSESSMENT FOR 2022 TAXATION

Mackenzie County Code: 0505 Assessment Year: 2021 Annual Audit Ratio Study Report

Residential Assessment Level	Non-Residential Assessment Level
0.961	0.995

Assessment Year 2021 Loads

Load Type	Load Date	Declared By	Declaration Date
Annual	February 18, 2022	Aaron Steblyk	February 18, 2022
Indicators of Value	February 18, 2022	N/A	

Annual Audit Ratio Study Status
The regulated quality standards have been met for each actual use group by value quartile stratum and declaration is enabled.

Annual Return Declaration Status	Date
The appointed assessor has submitted the annual declaration upon receiving notice that the annual audit stage 1 tests are passed.	18FEB22:13:14:54



GROWTH VS. INFLATION

Assessment Base

TOTAL - \$2,050,513,550
TAXABLE - \$1,774,027,150

Taxable Change

\$137,785,330

Growth

5.28% Growth in the Residential Class
4.71% Growth in the Non-Residential Classes

Inflation

5.21% Inflation in the Residential Class
1.14 % inflation in the Non-Residential Classes

4.79% OVERALL GROWTH

3.63% OVERALL INFLATION

ASSESSMENT HIGHLIGHTS

Key items of the upcoming assessment

INDUSTRIAL

- Disconnections again outweighed new additions
- Removal of some additional Obsolescence on the Footner Mill.
- Paramount continued work dismantling it facilities in the Zama field. Partial demolition of the Zama Plant at the DIP condition date.

PERMITS

- 314 Permits taken out during 2021
- 59 Shop/Garage/Accessory Buildings
- 145 Permits for Dwellings (SFD or Manufactured homes), renovations or additions

SALES

- 755 sales used in valuation
- 280 new sales used

LARGER

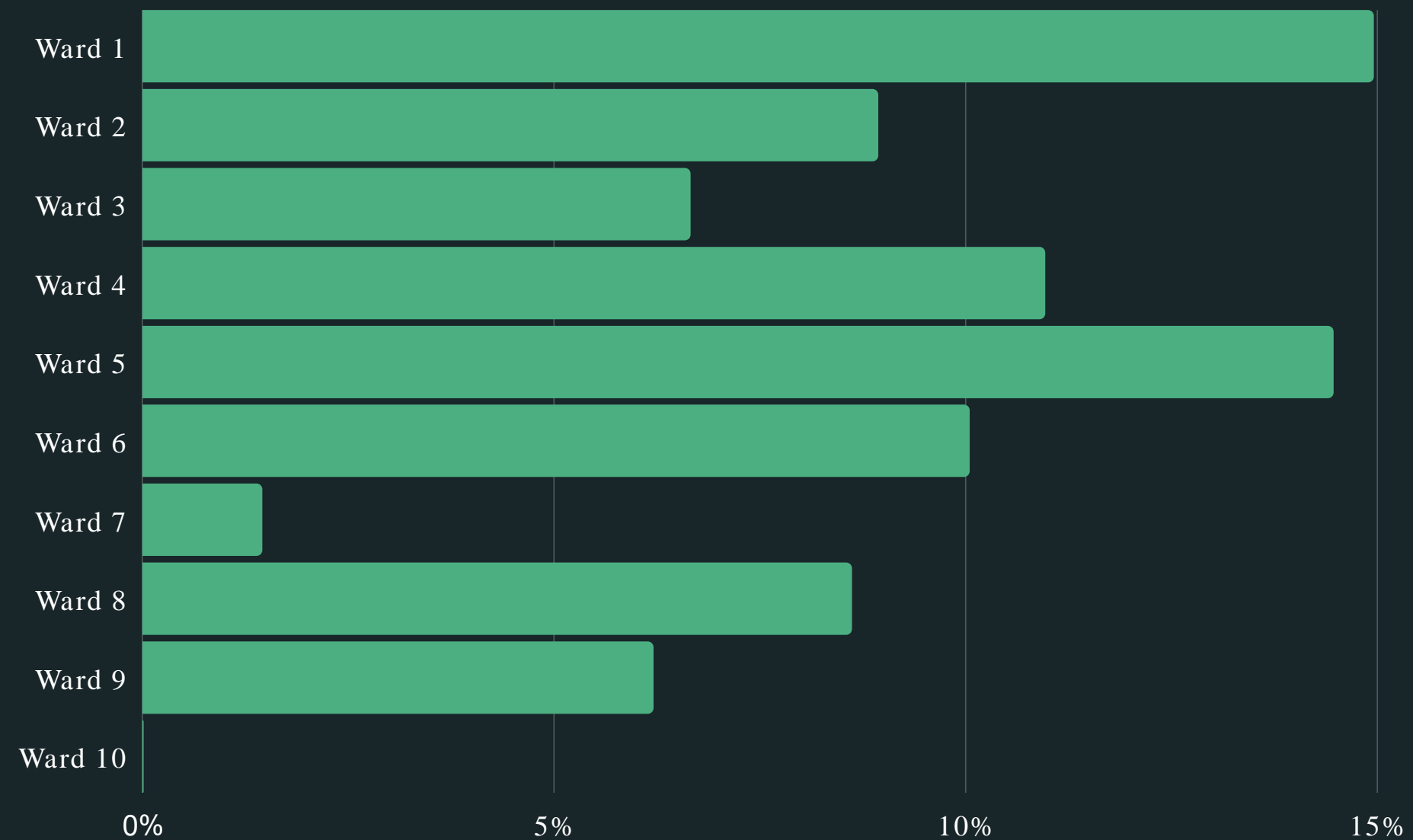
DEVELOPMENTS

- Service Station at Hwy 88 Junction
- Service Station in LaCrete
- New Richardson Office & Warehouse
- Temp camp in Bluehills for gas line upgrade
- New residential lots in Fort Vermilion

Assessment Changes by Ward

Where the changes have occurred

- Total assessment increases in all Wards. No negative % changes.
- Ward 7 had some new properties come online for 2022 Tax boosting its base.
- Ward 9 had a increase with the removal of some additional obsolescence at the Footner Mill.
- Ward 1 changes driven by sales prices, subdivisions and new development (school addition and temporary camp)



WARD 10

Small increase at
0.004%

WARD 1

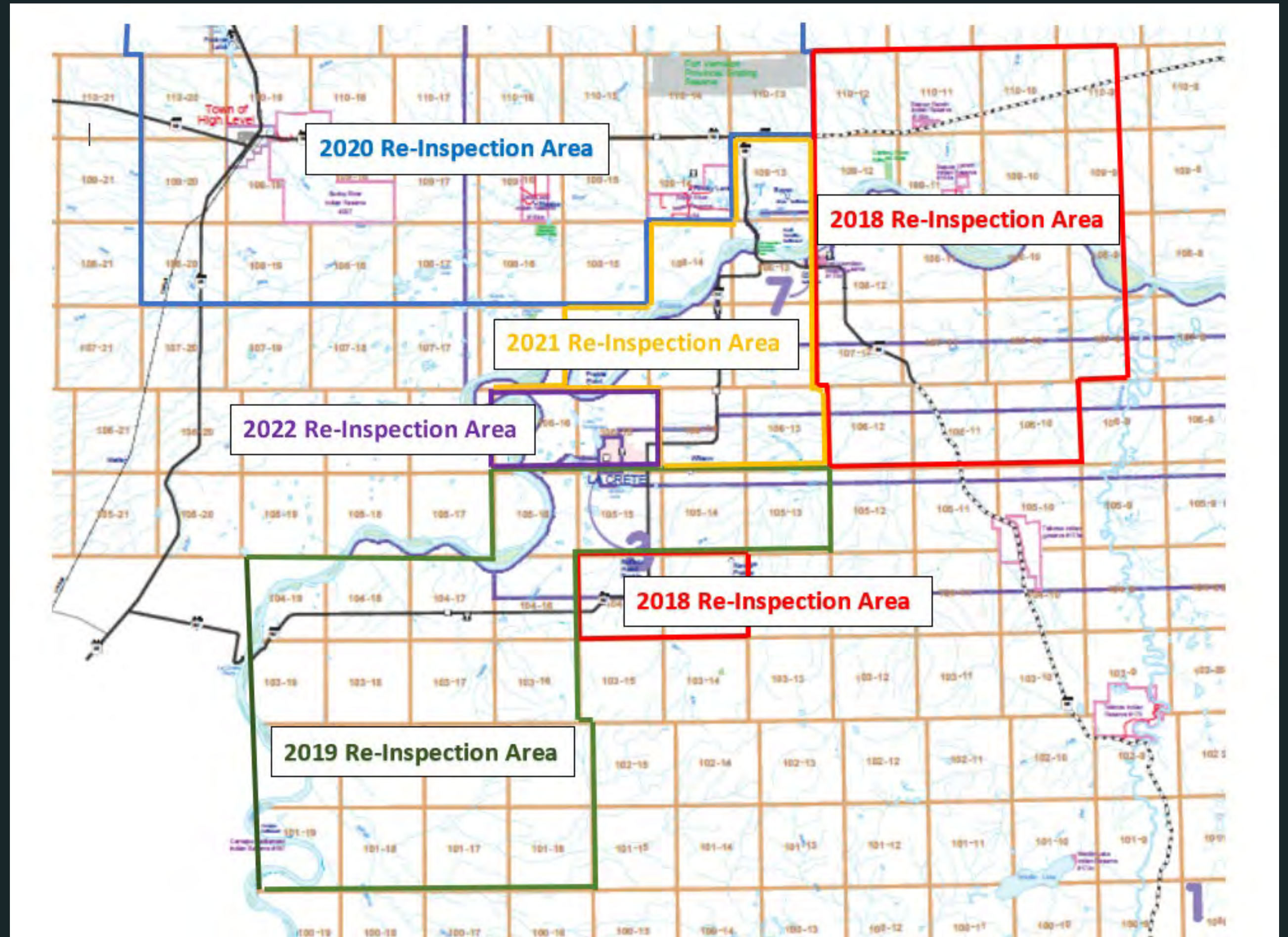
Highest increase in
total assessment at
14.95 %

2022 RE - INSPECTION CYCLE

- Continuing to make our way through the County.
- Inspections will focus in the Township 106-15 LaCrete area.
- Farm land is being reviewed in conjunction with improved properties.
- Flood Properties will continue to receive attention as recovery continues
- Residential Request for Information questionnaires will be mailed to residential properties in the Hamlet of LaCrete.



2022 RE -INSPECTION AREA



LOOKING FORWARD

"I reviewed the assessment. As always you are literally the only assessor I can rely on to make all changes and discuss beforehand if there is something amiss. Thanks!"

- Simone, Tax Analyst - Cenovus

INSPECTIONS

- Continued, thorough physical inspections of properties
- Accurate data collection
- Sending of the RRFI to engage with rate payers at their convenience.

VALUATION

- Continued review and implementation of good assessment practice in the collection of data, validation of sales and overall valuation

CUSTOMER SERVICE

- Timely and friendly responses to any inquiry
- Remaining accessible to administration and rate payers to further cultivate relationships



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	DELEGATION High Level Forestry (11:30 a.m.)

BACKGROUND / PROPOSAL:

Discussion regarding upcoming Wild Fire Season, expectations and mutual aid.

OPTIONS & BENEFITS:

A copy of the 2022-2023 Mutual Aid Fire Control Plan is attached for reference and discussion.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: D. Roberts **Reviewed by:** Carrie Simpson **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2022-2023 Mutual Aid Fire Control Plan be received for information.

Author: D. Roberts **Reviewed by:** _____ **CAO:** _____

2022-2023

Mutual Aid Fire Control Plan

Mackenzie County

Agriculture, Forestry and Rural Economic Development, Government of Alberta

February 2019

T2019 Mutual Aid Control Plan

ISBN or ISSN, URL, and any other unique identifiers (required)

For more information regarding this content visit: <https://open.alberta.ca/dataset/3e4bccf4-6758-4e4a-bfb9-f7f063b83962/resource/d3739e94-9dd4-4514-8ba3-67ca1ebff81b/download/GoA-Publications-Guideline.pdf>

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SCHEDULE K 24
SCHEDULE L 25

MUTUAL AID FIRE CONTROL PLAN

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture, Forestry and Rural Economic Development (AFRED), Forestry Division, hereinafter called the Division, and Name of Municipality, hereinafter called the Municipality, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated Date of Agreement.

A. ADMINISTRATION

1. PURPOSE

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

DIVISION:

Name: Agriculture, Forestry and Rural Economic Development/ High Level Forest Area

Address: PO Box 900, High Level AB T0H 1Z0

Phone: (780) 926-3761

Fax: (780) 926-5446

MUNICIPALITY:

Name: Mackenzie County

Address: PO Box 640, Fort Vermilion AB T0H 1N0

Phone: (780) 927-3718

Fax: (780) 927-4266

2. FIRE CONTROL PLAN CONTACTS

Names, addresses, and phone numbers of contact personnel for the plan:

1. Division are included in Schedule A – AFRED Contact List.
2. Municipality are included in Schedule B – Municipality Contact List

3. MUTUAL AID REQUEST PROCEDURE

Requests for mutual aid will be made by the following personnel:

1. The Division authorizes request for assistance as per Schedule C.
2. The Municipality authorizes requests for assistance as per Schedule D.

The request shall be made in writing using the Mutual Aid Request form (Schedule E). A request will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest. The mutual aid request will be acknowledged in writing on the Mutual Aid Request form.

4. MUTUAL AID ZONES

The attached maps, Schedule F, which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria:

Since the entire MacKenzie County is within the Forest Protection Area (FPA) there are no specified zones. Roles for each party are specified by legislation, ie. The Division is responsible for wildfires and the Municipality is responsible for structural and facility protection within Mackenzie County, this is true even within the hamlets of Fort Vermilion, La Crete and Zama City.

If the Division becomes aware of a structure or facility fire the municipality will be immediately notified, and if the municipality becomes aware of a wildfire they will immediately notify the Division (High Level Fire Center).

The Municipality may respond to and take initial action on wildfires but must notify the Division (High Level Fire Center) at 780-926-5405.

5. COST RECOVERY AND INVOICING

All costs associated with mutual aid will be borne directly by the requesting agency or may be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the Forest and Prairie Protection Act, Forestry Division policy, and the policies of the Municipality and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Municipality.
2. Reimbursement to the Municipality shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized Municipal equipment will be reimbursed at the rates and terms included in Schedule G.
3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 the use of any specialized equipment shall be reimbursed at the rates and terms included in Schedule H.

6. MEETINGS

The Division and the Municipality agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, presuppression, and training.

B. PREVENTION AND DETECTION

1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits as required under the Forest and Prairie Protection Act (F&PPA) on all lands within the Forest Protection Area, including the Mackenzie County hamlets. During the fire season as designated by the Minister of Agriculture, Forestry and Rural Economic Development, fire permits required under the F&PPA will be issued by qualified Forest Officers and Fire Guardians with the High Level Forest Area. Fire permits within Hamlets will only be issued with written approval from the County Fire Chief.

County Fire Chiefs may issue fire permits which are required by County By-law but not under the F&PPA. County By-law requires permits for cooking and warming fires as well as for any burning within the Hamlet outside of fire season.

2. FIRE CONTROL ORDERS:

Fire control orders will be requested by the Division, with input from the Municipality's Fire Chief. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area.

The Municipality will initiate fire control orders within Hamlet boundaries with input from the Division's Forest Area Manager or his designate. The Municipality will take the lead role in advertisement and enforcement of the fire control order on noted lands.

A Fire Control Order may be requested by the Minister for Municipal lands outside the Forest Protection Area.

Both the Division and the Municipality agree to follow the Fire Ban System focused on terminology to ensure standard messaging to the public, as per Schedule L.

3. COOPERATIVE PREVENTION OPPORTUNITIES:

The Municipality and the Division may develop a joint prevention advertisement campaign that meets both the Municipality and Division needs.

4. COOPERATIVE DETECTION SHARING:

When the Division is conducting aerial patrols, and potential wildfires are found outside of the FPA, information will be passed to the municipality in accordance with this agreement.

The Municipality will provide ground detection through education of all Municipal staff on fire assessment and reporting procedures as outlined in this Annual Fire Control Plan.

All fires discovered by the Division within the Municipality's jurisdictional boundaries will be reported to the Fire Chief at **911**.

All fires discovered by the Municipality within the Division's jurisdictional boundaries will be reported to the Forest Area Duty Officer at **(780) 926-6599 or 310-FIRE (3473)**.

5. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:

The Division will be the lead agency for all prescribed fire and hazard reduction burning on lands within the Forest Protection Area. Municipal Fire Departments may be included in these prescribed fire and hazard reduction burns to assist with operations and to serve as a cross-training exercise.

The Municipality is the lead agency for all prescribed fire and hazard reduction burning within Hamlet boundaries. The Division may be included in the prescribed fire and hazard reduction burns to assist with planning, operations, and to serve as a cross-training exercise.

6. WILDLAND URBAN INTERFACE:

The Municipality agrees to address wildland urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality with wildland urban interface issues through the provision of resource materials and training on the wildland urban interface disciplines and options to minimize hazards within the Municipality.

C. PRESUPPRESSION

1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Municipality on a short-term loan basis during wildfire incidents within the Municipality. The amount of equipment provided will be based on the request from the Municipality and the degree of hazard within the Forest Area at the time of the request. The Municipality agrees to return the equipment within 24 hours of being notified by the Division.

The Municipality and Division, when required, agree to make facilities available to each other for presuppression activities when safe to do so and space is available.

The Municipality, if requested, should provide the Division with a copy of their Municipal Emergency Response Plan. This plan may assist with identifying unknown Values at Risk, evacuation times, critical infrastructure, etc.

As they become aware, Municipalities should report to the Division any large scale developments such as open or private camps, new campgrounds or anything that forms a new Value at Risk.

The Division, if requested, will assist the Municipality in obtaining many types of resources i.e. provide equipment listings, aircraft, crews etc, to assist the Municipality with direct hire of resources for the purposes of wildfire suppression and presuppression.

2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Municipality, when available:

1. Fire Weather Indices
2. Weather forecast
3. Pre-suppression resources
4. Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

The Municipality will provide a list of available presuppression resources available to the Division upon request.

D. WILDFIRE OPERATIONS

The Municipality and Division, when required, agree to make facilities available to each for suppression activities when safe to do so.

The Municipality is responsible for issuing evacuation alerts, orders or operations. The Division will make the appropriate recommendations regarding evacuations to the Municipality.

1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:

The Division and the Municipality will provide mutual aid equipment and personnel as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies.

1. When one agency requests assistance from another, the sending agency shall dispatch only personnel and/or equipment that meets or exceeds the minimum requirements for qualification, certification, and functionality by that agency.

2. At the time of the request for assistance during a wildfire, the sending agency shall endeavor to dispatch the nearest available resource(s) to the incident.
3. At the time of the request, each agency shall assign a resource that is capable of supervising the activities of the agencies' resources.
4. The requesting agency will make reasonable efforts to release the assisting agency from emergency duties as soon as possible.
5. The Division will assume command of all wildland fires within the Forest Protection Area upon arrival. The Municipality will assume command of all structural fires upon arrival.
6. Structure protection of facilities owned by the Wildfire Management Branch are the responsibility of the Wildfire Management Branch. Structure Protection of other public or privately owned facilities is the responsibility of the local jurisdiction. Wildfire management will only deploy sprinkler systems on prescribed fires, on wildfires for holding line or to meet wildfire suppression objectives and to provide structure protection to wildfire management facilities.
7. The requesting agency may be responsible for arrangement and payment of meals and accommodations for supplied resources.
8. The Division will not assume command on wildfires located outside of the Forest Protection Area.
9. Municipalities will be required to assign a qualified person who has the delegated authority to give direction to Divisional resources.
10. On all Alberta mutual aid wildfires and wildfires outside of the FPA, an Agriculture, Forestry and Rural Economic Development representative must be on site prior to any airtanker drop.
11. The Division may conduct wildfire investigations outside the Forest Protection Area when approved by the Division's Director of Wildfire Prevention.
12. The Municipality may provide enforcement personnel to assist the Division and will be reimbursed as per Schedule G.
13. Agencies will provide an Agency Representative for wildfire incidents in order to integrate Wildfire operations efficiently.
14. The provision of firefighting services contemplated herein and provided by the Municipality and the Division as the case may be are solely and absolutely at the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
 - a. That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
 - b. That there be dispatched in response to the call, resources as the respective agency may request; or
 - c. That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
15. If initial action is undertaken by an agency outside their jurisdictional boundaries, that agency will immediately attempt to preserve evidence pertaining to the fire's area of origin and possible cause.
16. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss,

damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.

17. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

2. COMMUNICATIONS:

The mutual-aid response radio frequency will be **156.855** MHz. If this frequency is not functional (due to system incompatibilities i.e. AFRRCS) then a communications protocol is required between the Municipality and the Division.

1. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
2. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.
3. Annually, The Division will provide the Municipality the Forest Protection Radio Guide FP 183 (Schedule I).

3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to complete the transfer of command/responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at an incident, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a transfer of command briefing. This briefing should consist of the ICS201. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

4. ESTABLISHMENT OF COMMAND STRUCTURES

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to work together and if required form a command structure in accordance within the provisions of Incident Command System. As each incident is unique, organization structure examples, as agreed to by both the Division and Municipality, can be found in Schedule J. When agencies are working on the same incident, there will only be one Incident Command post. When Agencies are working together, information to be shared from the incident to the public and agency staff will be consistent. This may require the establishment of a Joint Information Centre (JIC) and implementation of a Joint Information System (JIS).

E. TRAINING

Training opportunities available to the Municipality from the Division are listed in Schedule K.

The Division agrees to provide fire permit issuance training to all new Municipal Fire Guardians.

The Municipality and the Division agree to make available training opportunities.

Agencies who wish to provide staff in trainee positions on wildfire incidents may do so at their own cost and with agreement from the receiving agency and Incident Command team.

1. JOINT RESPONSE EXERCISES.

The Division and the Municipality may develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present plans, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

Funding for these exercises may be sourced from grants, such as: Alberta Emergency Management Agency grant program, FRIAA, etc. The agency responsible for the exercise is responsible for applying for the grant.

F. DATA SHARING

Municipalities and the Division will share requested data to the other for the purpose of wildfire management. The receiving agency will not share the data without the consent of the providing agency. Specific data requests will be made and approved as per the respective names and positions as listed in Schedules C and D.

G. EFFECTIVE DATES

This Annual Mutual Aid Fire Control Plan is in effect from April 1 2022 to March 31 2023.

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

Forest Area Manager

Date: _____

Chief Administrative Officer

Date: _____

SCHEDULE A

Agriculture, Forestry and Rural Economic Development Contact List

High Level Forest Area

Address PO Box 900
Town High Level, AB
Code T0H 1Z0
Phone (780) 926-3761
Fax (780) 926-5446
Cell (780) 926-6599
Email high.wfops@gov.ab.ca

Forest Area Manager – Terry Jessiman

Address PO Box 900
Town High Level, AB
Code T0H 1Z0
Phone (780) 926-5412
Fax (780) 926-2656
Cell (780) 926-6872
Email terry.jessiman@gov.ab.ca

Wildfire Operations Officer – Derrick Downey

Address PO Box 900
Town High Level, AB
Code T0H 1Z0
Phone (780) 926-5426
Fax (780) 926-5446
Cell (780) 841-7876
Email derrick.downey@gov.ab.ca

Wildfire Prevention Officer – Kevin Hunt

Address PO Box 900
Town High Level, AB
Code T0H1Z0
Phone (780) 926-5419
Fax (780) 926-5446
Cell (780) 841-9528
Email kevin.hunt@gov.ab.ca

SCHEDULE B

Municipality Contact List

Municipality: Mackenzie County

Interim Chief Administrative Officer – Byron Peters

Address PO Box 640 4511-46 Fort Vermilion, AB T0H 1N0
 Phone (780) 927-3718
 Fax (780) 927-4266
 Cell (780) 832-3278 Byron Peters
 Email bpeters@mackenziecounty.com

Fire Chiefs & Deputy Chiefs – All Fire Calls Phone: 911

<u>Hamlet</u>	<u>Fort Vermilion</u>	<u>La Crete</u>	<u>Zama</u>
Chief	Neil Simpson	Peter Weibe	Shawn Hiltz
Phone	(780) 927-3278	(780) 928-3869	
Cell	(780) 247-1773	(780) 247-3110	(902) 818-0439
Email	Neilsimpson04@gmail.com	Pwiebeb12@gmail.com	
Deputy Chief	Frank Fehr	Philip Krahn	Roxane Tarr
Cell	(250) 793-1360	(780) 926-6954	(780) 841-8089

Director of Community Services – Don Roberts

Address PO Box 640 4511-46 Ave Fort Vermilion, AB T0H 1Z0
 Phone (780) 927-3718
 Fax (780) 927-4266
 Cell (780) 841-5050
 Email droberts@mackenziecounty.com

SCHEDULE C

Division Authorized Requesting Authorities

Forest Area Manager – *Terry Jessiman* (780) 926-5412

Wildfire Operations Officer – *Derrick Downey* (780) 926-5426

Wildfire Prevention Officer – *Kevin Hunt* (780) 926-5419

Wildfire Technologist – *Stephanie Niemiec* (780) 926-6955

Wildfire Technologist – *Vacant*

Wildfire Technologist – *Melissa Bulldog* (780) 926-5442

Wildfire Technologist – *Samantha Davies* (780) 926-5403

Anyone acting on behalf of the forest Area as a Duty Officer or Deputy Duty Officer

SCHEDULE D

Municipality Authorized Requesting Authorities

Fire Chief(s) – ***Shawn Hiltz (Zama City) Neil Simpson (Fort Vermilion) Peter Weibe (La Crete)***

County Interim CAO – ***Byron Peters – (780) 821-3278***

Director Emergency Management – ***Jeff Simpson (306) 620-5628***

Director of Operations – ***Jeff Simpson (306) 620-5628***

Deputy Fire Chief(s)– ***Philip Krahn (La Crete) Frank Fehr (Fort Vermilion) Roxane Tarr (Zama City)***

Director of Community Services– ***Don Roberts (780) 841-5050***

Reeve – ***Josh Knelsen***

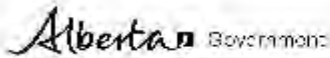
Agricultural Fieldman – ***Grant Smith (780) 841-1686***

By-Law Officer – ***Vacant***

Director of Legislative and Support Services – ***Carrie Simpson (780) 926-6540***

SCHEDULE E

Mutual Aid Request Form



Appendix C - Mutual Aid Request

FROM

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

TO

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

SUBJECT

Mutual Aid Request
Location

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower

Airtankers

Helicopters

Equipment

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

Name	Position
Time	Date (yyyymmdd)
Signature	

Your request for mutual aid assistance is approved / not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

Name	Position
Time	Date (yyyymmdd)
Signature	

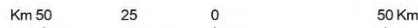
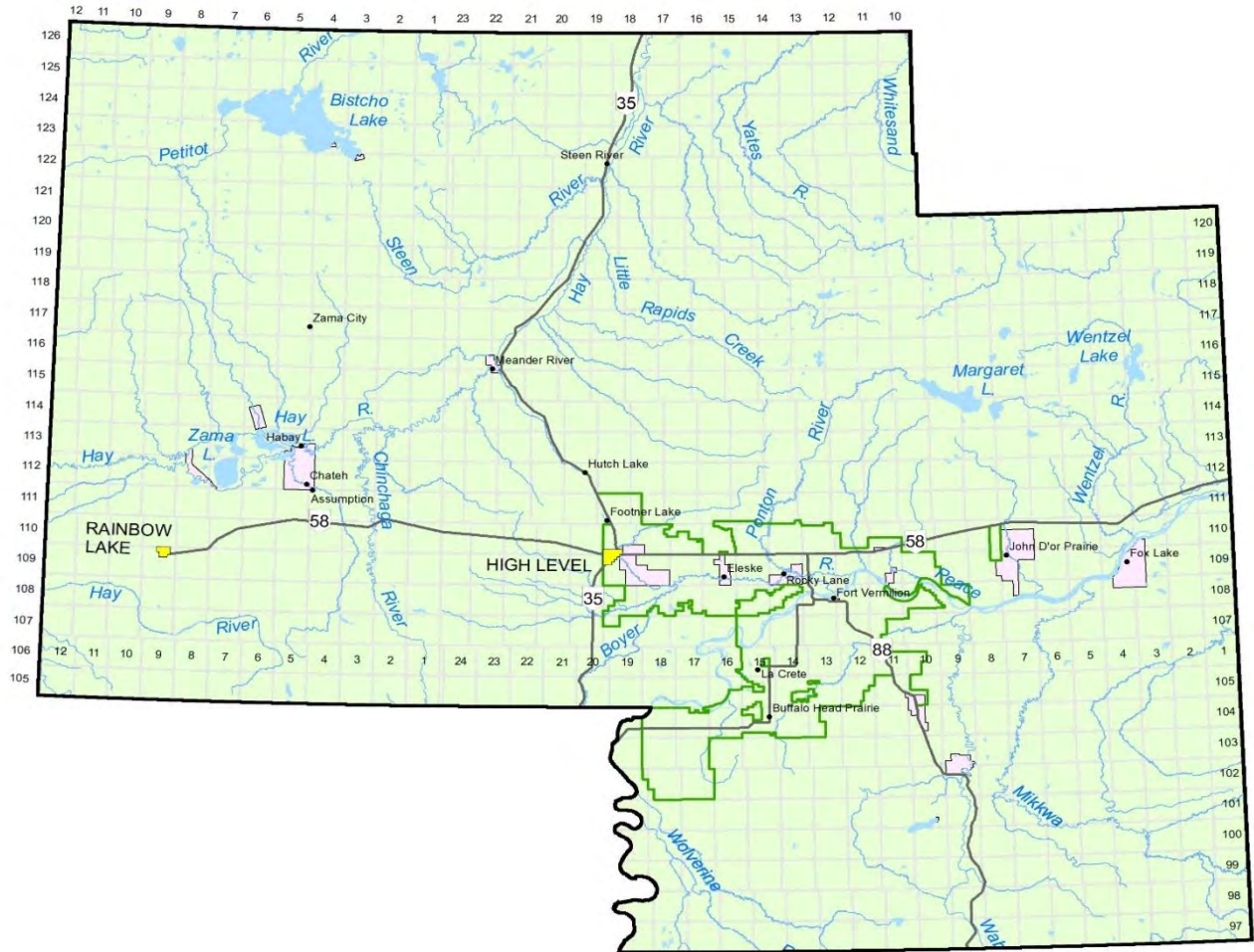
YMB1400 (2017/04)



SCHEDULE F

Mutual Aid Zones

High Level Forest Area



Forest Area Zone

- Zone 1
(Forest Protection Area)
- Zone 2
(Town of High Level & Rainbow Lake)

- Highway
- Green/White Area Boundary
- Indian Reserve

Base Data provided by Spatial Data Warehouse Ltd.
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Information as depicted is subject to change, therefore the Government of Alberta assumes no responsibility for discrepancies at time of use.

Alberta Agriculture and Forestry

Created by Peace Region Informatics Unit,
Environment and Parks April 2019

SCHEDULE G

Municipality Estimated Reimbursement Rates

Municipality:

<i>Resource</i>	<i>Rate</i>
Manpower:*	
Firefighter	\$50.00/hr
Specialized Equipment:	
Rescue Unit	\$400.00/hr
Municipal Fire Truck (Tender)	\$400.00/hr
Fire Pumper Fire Engine	\$400.00/hr
Command Vehicle	\$200.00/hr
Squad Truck	\$400.00/hr
Brush Truck	\$200.00/hr
Ladder Truck	\$400.00/hr
Sprinkler Trailer Type 2	\$400.00/day
Sprinkler Trailer Type 3	\$750.00/day
Consumables (ie Foam)	Cost + 10%

***Manpower costs do not include accommodations or meals.**

SCHEDULE H

Division Estimated Reimbursement Rates

Agriculture, Forestry and Rural Economic Development:

<i>Resource</i>	<i>Rate</i>
Airtanker Aircraft:*	
CV580	\$3400.00 per hour plus fuel and retardant
CL215T	\$4500.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$1400.00 per hour plus fuel and retardant
Air Tractors (amphibious)	\$2900.00 per hour plus fuel and retardant
L188	\$5900.00 per hour plus fuel and retardant
Birddog Aircraft	
Turbo Commander 690	\$2600.00 per hour plus fuel
Cessna Caravan C208	\$2500.00 per hour plus fuel
Helicopters:	
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$3,000 to \$3,500 per flying hour plus fuel
Contract Medium	\$3,000.00 per flying hour plus fuel
Contract Heavy	\$4,000 per flying hour plus fuel
Manpower:**	
HAC Crew (4 or 8 man)	Cost Estimate \$21.61-\$29.06 per hour/person
UNIT Crew (20 man)	Cost Estimate \$21.61-\$29.06 per hour/person
Firetack Emergency (8 man)	Cost Estimate \$17.86-\$22.75 per hour/person

Firetack Base and Secondary (8 man)	Cost Estimate \$29.77/hour/person first 8 hours– \$44.66/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Firetack Zero Day (8 man)	Cost Estimate \$24.41/hour/person first 8 hours - \$36.62/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Air Attack Officer (contract)	\$1000.00/day/person
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

*** Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.**

****Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.**

SCHEDULE I

Forest Protection Radio Guide FP 183

Fireline Frequencies

Channels		Channels		Channels	
Analog	Digital	Analog	Digital	Analog	Digital
Tone	P25 NAC	Tone	P25 NAC	Tone	P25 NAC
100.0	123.0	88.5	293	400	555
1	18	401	418		150.470
2	19	35	402	419	151.055
3	20	36	403	420	151.070
4	21	37	404	421	151.090
5	22	38	405	422	151.115
6	23	406	423		151.265
7	24	39	407	424	151.385
8	25	40	408	425	151.880
9	26	409	426		151.910
10	27	410	427		152.090
11	28	411	428		152.390
12	29	41	412	429	153.050
13	30	413	430		154.415
14	31	42	414	431	154.505
15	32	415	432		158.970
16	33	416	433		159.420
17	34	43	417	434	162.210

Fireline Repeaters

Channels		Channels		Channels	
Analog	Digital	Analog	Digital	Analog	Digital
Tone	P25 NAC	Tone	P25 NAC	Tone	P25 NAC
136.5	151.4	162.2	293	400	555
45	47	49	445	447	449
46	48	50	446	448	450

Pre-Assigned Channels

Channel	Freq. (MHz)	Tone (Hz)
Dozer CH	11	152.390
Camp CH	19	151.055
Prov. Mutual Aid	Wide Band	156.855

Note: All Channels are Narrow Band.

Firenet Frequencies

Channels		RX		TX	
Tone (Hz)	Frequency (MHz)	Tone (Hz)	Frequency (MHz)	Tone (Hz)	Frequency (MHz)
162.2	173.8	186.2			
201	217	233	152.480		157.740
202	218	234	152.495		157.755
203	219	235	152.510		157.770
204	220	236	152.525		157.785
205	221	237	152.540		157.800
206	222	238	152.555		157.815
207	223	239	152.570		157.830
208	224	240	152.585		157.845
209	225	241	152.600		157.860
210	226	242	152.615		157.875
211	227	243	152.630		157.890
212	228	244	152.645		157.905
213	229	245	152.660		157.920
214	230	246	152.675		157.935
215	231	247	152.690		157.950
216	232	248	152.705		157.965
New Frequency Group					
249	258	267	152.720		157.990
250	259	268	152.735		157.995
251	260	269	152.750		158.010

VHF/AM Frequencies

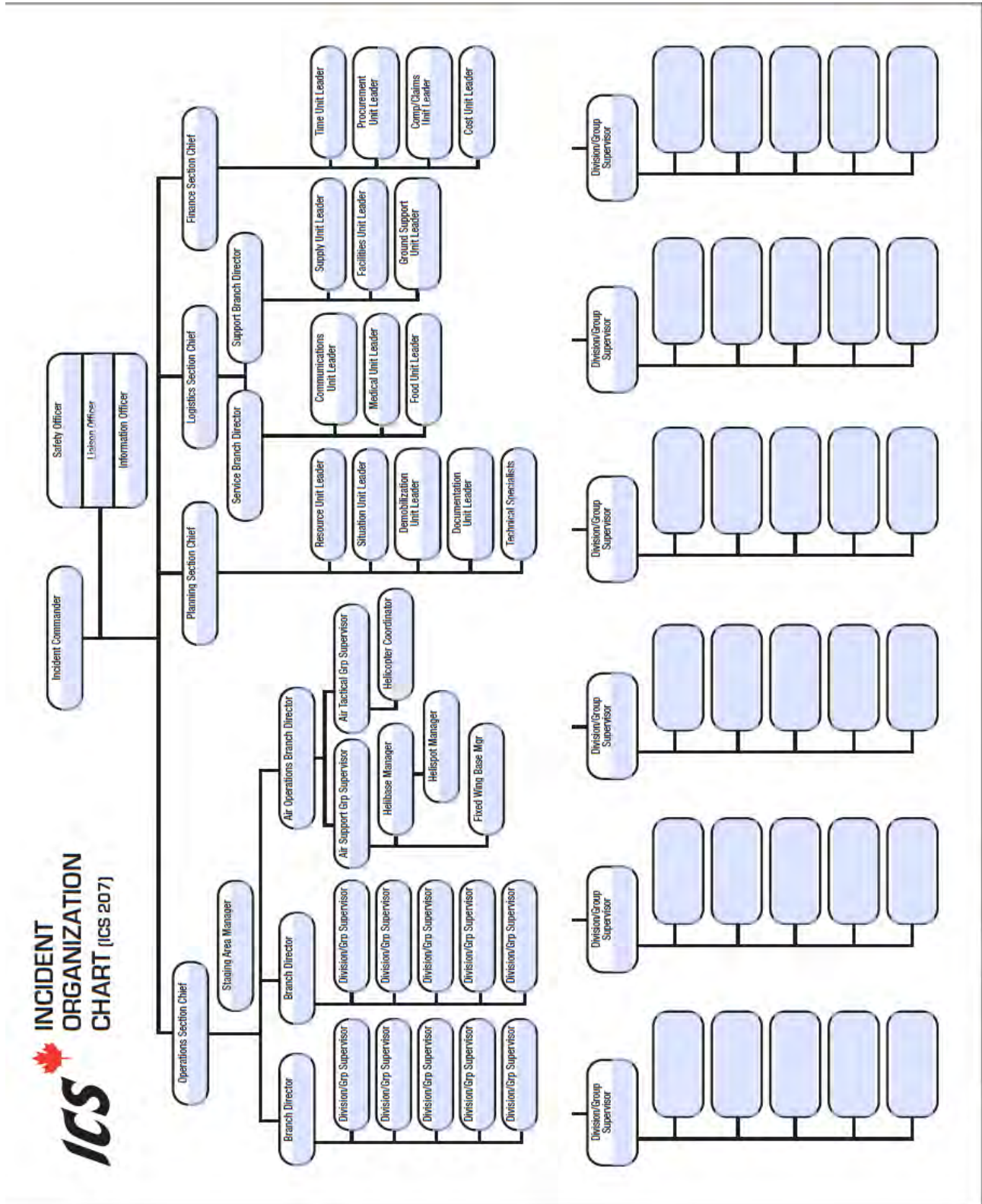
All aircraft proceeding to initial attack (IA) fire(s) will monitor 129.800 Primary. Alternate initial attack air advisory frequencies may be assigned if there are multiple fires in an area. Sustained action air advisory frequencies are only to be used when assigned by Alberta Wildfire Coordination Centre. There is no AM monitoring on Fireline.

AM Usage	Freq. (MHz)
Air Advisory (Primary IA)	129.800
Air Advisory (Secondary IA)	128.950
Air Advisory (Alternate IA)	130.750 (N of 53°, < 3500')
Air Advisory Sustained Act.	130.175 (N of 53°, < 3500')
Air Advisory Sustained Act.	131.850 (N of 53°, < 3500')
Air Tanker Bases	122.050

Note: All Channels are Narrow Band.

SCHEDULE J

Incident Command System – Organization Structure Charts



SCHEDULE K

Training Courses Available to the Municipalities

There are many sources of training for municipal staff involved with wildfire response and emergency management.

Most training is supplied/owned/available through the Ministry of Municipal Affairs (e.g., ICS training and NFPA courses/standards). The following courses may be available to the Municipality from the Division:

- Online Wildfire Orientation
- Wildfire Investigation (FI-110, FI-210, FI-310)
- Advanced Fire Behaviour**
- Dozer Boss (Industry)
- Prescribed Fire Planning
- Wildfire Prevention

SCHEDULE L

Fire Ban System and Matrix

	NO RESTRICTION Safe campfires are allowed in campgrounds and backcountry or random camping areas. Any burning other than a campfire requires a fire permit.
	FIRE ADVISORY Safe campfires are permitted in campgrounds and backcountry or random camping areas. Issuance of fire permits for other burning may be restricted.
	FIRE RESTRICTION Safe campfires are allowed in fire rings in campgrounds only. No open fires are allowed in backcountry or random camping areas. Fire permits may be suspended or cancelled and no new fire permits will be issued.
	FIRE BAN No open fires are allowed in campgrounds or in backcountry or random camping areas. All fire permits are suspended or cancelled and no new fire permits will be issued.
	FOREST AREA CLOSURE Portions of the forest are closed and no access is permitted for public safety concerns.





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	CAO & Director Reports for March 2022

BACKGROUND / PROPOSAL:

The CAO and Director reports for March 2022 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the CAO & Director reports for March 2022 be received for information.

Author: C. Sarapuk Reviewed by: _____ CAO: _____

Monthly Report to Council

For the month of March, 2022

From: Byron Peters,

Interim CAO & Director of Projects & Infrastructure

PLANNING, PROJECTS & INFRASTRUCTURE

Strategic Priorities

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	The Access Management Plan (AMP) for Bistcho is in the early stages. Provided feedback to AEP for Bistcho Lake sub-regional plan. Have asked several senior staff for a timeline and have not received any indication yet.
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed in Q2 2022	Currently tabled. Will review levy rates once various projects have been tendered/awarded.
Municipal Development Plan	Started Q3 2020	See Caitlin's report for project update.
Asset Management	Ongoing	Working our way through priorities and steadily adding more assets and data into a common database. Received a \$50k grant from FCM to further advance our AM progress, which will focus on road infrastructure.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development		Primarily relying on REDI at this time for most ec dev items. Exploring opportunities for an additional partnership or two in order to maximize resources.
Gravel Crushing	Overburden removal complete	Planned to issue the crushing tender in March, but it is still being finalized. Have confirmed that sufficient approvals are now in place to crush at all pits.
Fort Vermilion (Wop May) Airport Recovery	Anticipate completion Q3 2022	Bidder has agreed to hold pricing while we confirm eligible DRP costs. Anticipate sufficient answers by end of March to verify tender award/process.

Storm Pond A (LC)	Started Q4 2021 Anticipate completion Q2 2022	Tender awarded & construction started. Completed enough ditching and pond excavation so that it will function in spring. Working with contractor & operations to ensure an outlet is provided this spring.
LC North Sanitary	Engineering Q2 2022	Engineering design well underway. Anticipate design completion in May 2022. Construction postponed to 2023. Anticipate significant project cost increase due to 'covid pricing'.

Personnel Update:

Currently interviewing/hiring summer staff positions.

Other Comments:

<p>March was a busy month. Attended AUMA & RMA Conventions in Edmonton. Had several local and/or virtual meetings, including with AEP River Monitoring staff, AEMA, DRP, Atco, Telus/Telecon, auditors, High Level Forest area staff, La Crete Chamber of Commerce AGM.</p> <p>Have focused a lot of time on getting projects to/through the tender phase. All engineers seem swamped and project development is a little slower than it should be. Have had many conversations with engineers and contractors to try and ensure that we are prepared to begin projects as soon as conditions allow.</p> <p>Starting to make some tangible progress with disposition renewals and PLS applications. Full credit goes to the staff that have focused on this task.</p> <p>Have started to work on internal data collection and sharing improvements, but this has become a bigger task than initially anticipated. Our processes and technology need improvement in order to support the bigger vision.</p> <p>Flood mitigation work continues to proceed well. Phase 2 tender has closed and been awarded. Phase 3 will be issued for tender in the next week or two.</p>

REPORT TO THE CAO

For the Month of March 2022

From: Carrie Simpson, Director Legislative & Support Services

Meetings Attended

- **2022-03-08 – Committee of the Whole Council Meeting**
- **2022-03-11 – RCMP/ Byron Peters**
- **2022-03-22 – Committee of the Whole Meeting**
- **2022-03-23 – Regular Council Meeting**
- **2022-03-25 – Site Safety Meeting**

Council

- Preparing for various meetings of Council, correspondence, etc.
- Arrangements made for
- Arrangements made for Spring Caucus in Edmonton
- Rural Municipalities of Alberta (RMA) Conference March 14 – 16, 2022
- Arrange with Mrs. Becker's Grade 6 class to attend the Council meeting on March 23, 2022

Appeal Boards

- No Current appeals before the Board
- Member-at-Large, Joe Froese, completed his mandatory training Assessment Review Board training on March 8, 9 & 10, 2022 in order to continue to sit on the appeal board as legislated under the Municipal Government Act.
- Member-at-Large, Ray Toews, completed his mandatory training for the Subdivision Development Appeal Board on March 16th, 2022.

Bylaws/Policies/Reports/Publications:

- Policy Review

Enhanced Policing

- Regular updates to Council are scheduled for the second council meeting of each month.
- Due to RCMP staff shortages, the front staff at the La Crete office took the forms for the Criminal Record checks. Due to the volume of people that came through the door to complete the checks, it was noted the staff do not have the time or the knowledge to take on the extra duty.
- Council passed a motion for the RCMP to provide a statement stating this service will not be available out of the La Crete office.

Emergency Management

- 2022-03-31 Alberta Emergency Management Agency attended the Fort Vermilion office to conduct a table top exercise.

Communications:

- Worked with Communications on various postings for social media and website material.

Human Resources/Records/IT

- Met with each department to discuss monthly progress/any issues.

Other:

- Assisting legislative and support services department staff (ie. Human Resources, Records Management, Information Technology, etc.)
- Ongoing form review and updating.
- Preparing for various meetings.
- Meeting coordination.
- Assisting other departments as required.
- Currently working one day out of the La Crete office.
- 3 Annual Assessments completed with staff.

Monthly Report to the CAO

For the month of March, 2022

From: Jeff SIMPSON, B. Comm, GDM
 Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	Implementation of Purchase Order (PO) system completed. Correspondence sent to vendors and contractors of the change and requirement for invoicing. EV Grant Application completed and submitted to GoA.
Airport Maintenance	Ongoing	Regular maintenance as required.
Crack Filling / Line Painting	Ongoing	Tenders received and awarded. Contracts signed with successful bidders.
Flood Mitigation Project	Ongoing	One on One Meetings continuing as required. Land transfers and legal documentation meetings with residents starting to occur. Meetings concerning subdivision developments continue. Buttertown Road tender advertised and awarded. Pre-Construction meeting to take place in April. Phase 2 Subdivision tender awarded, substantial completion to be done by August 2022.
Gravel Program (2022)	Ongoing	Re-Gravelling tenders advertised, to be opened on April 27, 2022.
Ice Bridge	Ongoing	Ice bridge was closed on March 26, 2022 for the season.
Spring Preparations	Ongoing	Spring preparations commencing with snow removal from Hamlets and ditch/culvert cleanouts planned for March. A significant amount of ditch clearing was done in conjunction with Ag Department. Steaming of culverts in and out of the hamlets continue. Administration continues to meet weekly with GoA regarding spring break up on the Peace River.

Meetings Attended:

Date	Description
Mar. 2/22	McElhanney Meeting – North La Crete Access
Mar. 2/22	FV Mitigation Meeting - Residents
Mar. 7/22	Planning Meeting – Potential Golf Tournament
Mar. 8/22	Regular Council Meeting
Mar. 15-16/22	Alberta Municipal Supervisors Association – Conference (Edmonton, AB)
Mar. 22/22	FV Public Works Safety Meeting – Policy Review
Mar. 22/22	Committee of the Whole Council Meeting
Mar. 23/22	Regular Council Meeting
Mar. 24/22	GoA Meeting – Peace River Spring Breakup Update
Mar. 24/22	FV Mitigation Meeting – Resident Contract Signing
Mar. 25/22	Public Works Team Meeting
Mar. 25/22	Occupational Health & Safety Meeting
Mar. 29/22	McElhanney Meeting – Traffic Congestion / 2022 Capital Projects
Mar. 30/22	Telus 2022 Project Meeting
Mar. 30/22	High Level Forest Area Regional Spring Meeting

Operations Budget Update (as of March 1/22):

Budget Item Description	Budget Amount (2022)	YTD Expenses
258 – Contract Services	\$260,000	\$63,073.60
259 – Repair & Maintenance	\$905,050	\$52,149.80
532 – Dust Control / Oil	\$890,000	\$0
534 – Gravel (Re-Gravelling / Spot Gravelling)	\$1,510,000	\$0
534 – Gravel Crushing	\$1,500,000	\$0

Submitted by:

Jeff SIMPSON, B. Comm, GDM
Director of Operations

Tompkins Ice Bridge - Historical Data 2009-2022

2009-2010		2010-2011		2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018		2018-2019	
DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES
		Dec. 10	3 Tonnes			Dec. 3	5 Tonnes												
						Dec. 11	10 Tonnes			Dec. 12	5 Tonnes								
Dec. 17	10 Tonnes	Dec. 17	10 Tonnes	Dec. 13	5 Tonnes	Dec. 14	14 Tonnes												
		Dec. 21	CLOSED	Dec. 16	10 Tonnes	Dec. 18	17 Tonnes	Dec. 17	4 Tonnes	Dec. 17	10 Tonnes								
		Dec. 21	10 Tonnes			Dec. 21	23 Tonnes	Dec. 20	8 Tonnes										
Dec. 23	15 Tonnes	Dec. 23	23 Tonnes							Dec. 30	18 Tonnes			Dec.28	5 Tonnes				
Dec. 29	20 Tonnes	Dec. 29	35 Tonnes			Dec. 28	31 Tonnes	Dec. 30	19 Tonnes	Dec. 30	18 Tonnes								
Jan. 10	35 Tonnes	Jan. 3	50 Tonnes	Jan. 3	6 Tonnes	Jan. 3	42 Tonnes	Jan. 2	23 Tonnes	Jan. 7	25 Tonnes	Jan. 4	5 Tonnes	Jan. 3	10 Tonnes			Jan. 2	5 Tonnes
Jan. 11	45 Tonnes			Jan. 13	10 Tonnes	Jan. 11	38 Tonnes	Jan. 8	32 Tonnes	Jan. 9	30 Tonnes			Jan. 9	15 Tonnes			Jan. 14	12 Tonnes
Jan. 15	50 Tonnes			Jan. 17	16 Tonnes	Jan. 15	52 Tonnes	Jan. 17	40 Tonnes	Jan. 13	36 Tonnes	Jan. 13	10 Tonnes	Jan. 16	25 Tonnes	Jan. 15	5 Tonnes	Jan. 21	25 Tonnes
Jan. 18	55 Tonnes			Jan. 20	22 Tonnes	Jan. 18	58 Tonnes	Jan. 21	45 Tonnes	Jan. 21	48 Tonnes	Jan. 19	15 Tonnes					Jan. 21	25 Tonnes
Jan. 22	60 Tonnes			Jan. 24	26 Tonnes	Jan. 25	63.5 Tonnes					Jan. 22	20 Tonnes					Jan. 28	35 Tonnes
				Jan. 27	30 Tonnes			Jan. 28	53 Tonnes					Jan. 24	40 Tonnes				
				Jan. 31	35 Tonnes			Jan. 31	60 Tonnes					Jan. 30	50 Tonnes				
Feb. 1	65 Tonnes	Feb. 1	65 Tonnes	Feb. 3	40 Tonnes			Feb. 4	63.5 Tonnes	Feb.4	63.5 Tonnes	Feb.2	25 Tonnes			Feb. 5	30 Tonnes	Feb. 4	48 Tonnes
				Feb. 10	45 Tonnes							Feb.9	35 Tonnes	Feb. 7	63.5 Tonnes			Feb. 11	63.5 Tonnes
				Feb. 14	51 Tonnes							Feb.12	45 Tonnes						
				Feb. 17	56 Tonnes									Feb. 16	CLOSED				
				Feb. 23	62.5 Tonnes									Feb. 21	63.5 Tonnes				
		Mar. 30	62 Tonnes	Mar. 28	10 Tonnes					Mar. 3	63.5 Tonnes	Mar. 1	63.5 Tonnes					Mar. 21	25 Tonnes
				Mar. 31	CLOSED					Mar. 27	7 Tonnes	Mar. 28	5 Tonnes					Mar. 22	5 Tonnes
										Mar. 28	CLOSED	Mar. 30	CLOSED					Mar. 28	CLOSED
Apr. 1	40 Tonnes	Apr. 4	52 Tonnes			Apr. 3	30 Tonnes							Apr. 1	CLOSED				
Apr. 6	4 Tonnes	Apr. 6	40 Tonnes			Apr. 10	10 Tonnes	Apr. 7	20 Tonnes									Apr. 12	40 Tonnes
Apr. 9	CLOSED	Apr. 12	20 Tonnes			Apr. 11	5 Tonnes	Apr. 8	CLOSED									Apr. 14	CLOSED
		Apr. 14	CLOSED			Apr. 12	CLOSED												

2019-2020		2020-2021		2021-2022	
DATE	TONNES	DATE	TONNES	DATE	TONNES
				Dec. 22	5 Tonne
Dec. 24	5 Tonnes			Dec. 25	CLOSED
				Dec. 26	5 Tonne
		Jan.2	5 Tonnes	Jan. 5	22 Tonne
Jan. 13	15 Tonnes	Jan.18	10 Tonnes	Jan. 7	25 Tonne
		Jan.19	CLOSED	Jan. 10	32 Tonne
Jan. 21	25 Tonnes	Jan.21	10 Tonnes	Jan. 13	40 Tonne
Jan. 24	30 Tonnes	Jan.25	15 Tonnes	Jan. 20	50 Tonne
		Jan.27	22 Tonnes	Jan. 24	58 Tonne
				Jan. 27	63.5 Tonne
Feb. 3	40 Tonnes	Feb.1	30 Tonnes		
Feb.10	48 Tonnes	Feb.9	40 Tonnes		
Feb.18	63.5 Tonnes	Feb.12	55 Tonnes		
		Feb.16	60 Tonnes		
		Feb.19	63.5 Tonnes		
Mar. 9	30 Tonnes			Mar. 25	63.5 Tonne
				Mar. 26	CLOSED
Apr. 11	CLOSED	Apr.1	55 Tonnes		
		Apr. 7	CLOSED		

MONTHLY REPORT TO THE CAO

For the Month Ending March 2022

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2021 Operating & Capital	Completed	Review Operating Budget to revenues, and expenditures Review Capital Budget revenues, and expenditures 2021 Tax collection and review, and reporting to council.
2022 Budget	Ongoing	Update Budget as per Council motions. Review and update funding sources for projects. Budget delivered to Directors. Develop Tax Rate Bylaw-Council April 12, 2022
Provincial Grant Reporting	Completed	Submit 2021 SFEs x 3 – MSI, CCBF, MSP
Taxation	Ongoing	Monitor Auction Properties Review, update Doubtful accounts for Year End Pre-authorized payment agreements Title changes completed Advertisement Updates
Utilities	Completed	Update pre-authorized payment agreements. Complete documents for year end.
Year End	Completed	Review revenues, expenditures. Recommendations for collections or write-offs for delinquent accounts – Completed Review Gravel Reclamation report – Council Mar 8/22 - Completed Ensure departments have submitted all costs for 2021 – deadline extended – 2021 Closed Review doubtful accounts for year end - Completed Auditors on site March 14-16 th
Disaster Recovery Program <i>2018 Peace River Ice Jam</i> <i>2019 Chuckegg Wildfire</i> <i>2020 Peace River Ice Jam / Overland Flood</i>	Ongoing	Submit engineers report to GOA. All Funds received. Report to Council April 12, 2022 Work w various GOA agencies on the flood recovery plan and funding streams available.

<p><i>2021 Overland Flood</i></p> <p>2021 Sever Storm Overland Flooding</p>		<p>Request updates on Phase developments, request RFP preparation on final designs once approved.</p> <p>Prepare quarterly reports for submission to GOA for Conditional Grant Agreement.</p> <p>Resident meetings for relocation.</p> <p>DRP Part 1 & 2 application submission completed in July. Project approved, and submitted to DRP. Submitted pictures, maps for submission.</p> <p>Application denied – Council request to appeal letter sent. Letter from GOA received, and under further review.</p>
<p>Attend Various meeting</p>		<p>Regular Council meeting – March 8, 23</p> <p>Committee of the Whole Meeting – March 22</p> <p>Managers Meeting – N/A</p> <p>Administration March 10, 17, 22, 30</p> <p>Mitigation Meetings – March 10, 21, 30</p>
<p>Supply staff to High Level Office every Tuesday, with the exception of March 15.</p>		

MONTHLY REPORT TO THE CAO

For the Month of March 2022

From: John Zacharias
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/22	Will be starting in spring.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/22	Two trickle systems remain to be repaired but administration will complete a review of aqua-flo box services to be repaired as well.
Potable Water Supply North of the Peace River	Dec/22	Awaiting grant funding opportunities.
Waterline Blue Hills	Dec/22	Awaiting grant funding opportunities.
Diversion License Review	Jul/22	Have had a follow up meeting with AE about this. They will be setting up a meeting with Derek Alexander in the near future.
La Crete Future Water Supply Concept	Dec/22	Well 4 project has been awarded. Report from AE to AEP will have some information in it for this study. Will follow up with getting this study going.
LC – Well #4	Dec/22	Project has been awarded to Hotflash Electric. Construction to start in April 2022.
LC – North Sanitary Trunk Sewer	Dec/22	Have been in meetings with HELIX and Byron on project. Project on hold as per Council motion.
ZA – Sewage Forcemain	Dec/22	AMWWP project has been cancelled. Funding reallocated to Fort Vermilion mitigation project. Council Motion 21-12-865 on Dec 16 meeting.

ZA- Distribution Pump House Upgrades	Dec/22	Startup meeting is done. AGS has done some startup work and are fabricating what they can in their shop. Spring construction onsite still the plan. Possible May start.
ZA- Lift Station Upgrades	Nov/22	Will apply for grant funding in a future year as per council motion.
Fort Water Model	Apr/22	Have started project with AE. Had meeting with AE on Feb 16. Final draft was reviewed and will have final meeting soon.
FV – Rural Truckfill Pump Install	Apr/22	Have follow up contact with contractors on project. Pumps arrived and are installed. Motors to arrive early April now.
Zama Water Quality	Sept/22	Have hired ATAP to look into the water quality in Zama. Looking into their recommendations (possible blending of water).

Personnel Update:

We have hired Shawn Hiltz as water plant operator for Zama. Will be beginning in April. Bill will stay on for a bit to train him.

Projects are moving slowly with the supply chain issues contractors are having. Next few months we should get going on these hopefully.

Other Comments:

Respectfully submitted,

John Zacharias
 Director of Utilities
 Mackenzie County

Monthly Report to the CAO

For the month of March, 2022

From: Caitlin Smith,
Manager of Planning and Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q3 2022	Administration meets with the consultant bi-weekly. O2 has been given direction to make changes as discussed with Council. Administration will be at the La Crete Trade Show for additional public consultation. Administration will hold additional open houses once spring break up is complete.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q4 2022	Administration will start creating a scope of work for the RFP.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q2 2022	Administration is waiting for Borderline to send the drawing waterline registration and the subdivision of the South lots has been approved and sent for registration. This process will take 2 months until we receive separate titles and an additional 3 months until land transfers can be registered.

Personnel Update:

Nicole Friesen, Development Officer has given her resignation and will be done on April 8, 2022; the position is being advertised.

Other Comments:

The development season has had a slow start with applications but it is now steadily increasing. The department staff and I spend a great deal of time meeting with developers, supporting them through the process, answering questions and discussing options for a successful application. Considering the amount of multi-lot subdivision applications on the books, we are preparing for construction season as many developers reach out last minute with requests.

The department is working with developers to ensure projects can start construction in a timely manner. Currently Land Titles is 2 months behind for survey plan registration and 3 months behind for land transfer documents.

The La Crete lagoon land transfer has been registered and the County now owns the site.

The subdivision for the Storm Pond A has been sent to land titles for registration.

The department is currently transitioning from the Planning and Development module to the Planner module in the Munisight program. This module is more user friendly, has the ability to add more work flows to the program, and is to work in conjunction with all type department applications.

GIS is currently updating all the County maps for 2022.

The department has spent a great deal of time with disposition applications, renewals, and ensuring that all our lease agreements are up to date. This includes starting First Nation Consultation for certain sites. Administration is continuing with Public Land Sales as directed by Council.

Meetings Attended:

Date	Description
03-01-22	PLS Meeting
03-01-22	Planner Configuration Meeting – Munisight
03-01-22	Meet with developer
03-02-22	QMP Training
03-02-22	Meet with developer/engineer
03-03-22	Webinar – Protecting Local Government Interests when dealing with FN
03-03-22	Planner Configuration Meeting – Munisight
03-07-22	P&D department meeting
03-08-22	Council Meeting
03-09-22	Affordable Housing Needs Assessment – Forum
03-10-22	MPC Meeting
03-14-22	RMA Week – March 14-17
03-21-22	Health and Safety Training
03-25-22	Health and Safety Committee Meeting
03-25-22	Office Safety Meeting
03-28-22	Meeting with AEP
03-28-22	P&D department meeting
03-29-22	Meet with O2 Planning – MDP/LUB/FVARP project update
03-30-22	Planner Module Review – Munisight
03-30-22	Meet with developer
03-31-22	AEMA – Tabletop Exercise for Emergency Events

REPORT TO CAO

March, 2022

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2022	Roadside Spraying commenced June 10 th , completion date was July 10 th . Quality of work was very satisfactory. Herbicides were Clearview, Navius & Roundup. Some roadsides were sprayed with Roundup to control grass. This aids in road maintenance.
Weed Inspection	2021	One Seasonal Weed Inspector has been hired. Commencement date is May 3 rd . Duties include Field Inspections, Roadside Grass Seeding, Beaver Dam removal, Clubroot Inspections, Shelter belt tree distribution, Water Pump rentals, etc.
Ag Land Development Proposals	2021	A land lease agreement was signed with Tom Braun of High Level on June 8 th . Length of lease is 15 years. Expiry date is 2035.
Emergency Livestock Response Plan	2021	The Draft has been completed, and will be forwarded to AEMA for ratification.
Seed Cleaning Plant Inspections	2021	Frontier Seed Cleaning Plant was inspected on December 6 th . Efficiency was 93%. The High Level Plant was not inspected. Sunrise Mobile plant was also inspected in December, with an efficiency rating of 93%.
Shelterbelt Program	June, 2022	Application deadline is December 31 st , order was placed on January 5 th . Approximately 23,000 seedlings were ordered. There are approximately 300,000 White Spruce seedlings available this year from the local reforestation company. Administration will advertise availability to ratepayers.
VSI Program & Veterinary Subsidy	2021	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate. Council extended the Vet Subsidy for a period of one year.

Water Pumping Program	October 31, 2021	The water pumping program commenced on April 1 st . Fall is the busy rental season. The program ends on October 31 st . The rental rates double on November 1 st . Total rentals were six.
Roadside Mowing	2022	Overall, the Roadside Mowing program was satisfactory. There was some minor culvert damage in the Beaver ranch area. Mowing contracts have expired and will be extended with the option year in 2022.
Spring Flood Control Channel Maintenance	2022	Local contractors have been hired to open flood control ditches with excavators to assist with spring runoff in all areas of the County. Local water pumps have been rented to help combat water problems.

Capital Projects

Projects	Timeline	Comments

Personnel Update:

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Other Comments:

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	Bylaw 1256-22 Fee Schedule Amendment

BACKGROUND / PROPOSAL:

At the March 23, 2022 Council meeting, Council passed the following motion:

MOTION 22-03-214 *That Administration bring to the next Council meeting an amendment to Bylaw 1246-21 Fee Schedule – **Parks** – Section 1 General Park Fees with the removal of ***Zama Community Park*** and all references under this heading.*

CARRIED

Along with the above requested amendment, administration is requesting additional amendments be incorporated into amending Bylaw 1256-22. Attached is Bylaw 1256-22 for Councils review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: J. Batt **Reviewed by:** D. Roberts **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1256-22 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1256-22 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1256-22 being a Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1156-22 being a Fee Schedule Bylaw amendment for Mackenzie County.

Author: J. Batt Reviewed by: D. Roberts CAO: _____

BYLAW NO. 1256-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY FEE SCHEDULE BYLAW

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw, and

WHEREAS, Mackenzie County has adopted a Fee Schedule Bylaw 1246-21, and

WHEREAS, Mackenzie County has deemed it desirable to amend portions of the Mackenzie County Fee Schedule Bylaw.

NOW THEREFORE, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the Mackenzie County Fee Schedule Bylaw; ADMINISTRATION - AMENDED as follows:

ADMINISTRATION

Item	Amount	GST
Registered Letter	\$12.50	Applicable

2. That the Mackenzie County Fee Schedule Bylaw; WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS - AMENDED as follows:

Description	Fee Amount
Transfer from one account to another	\$50.00

3. That the Mackenzie County Fee Schedule Bylaw; PARKS - AMENDED as follows:

PARKS

Zama Community Park

Day Use	Overnight	Weekly	Shelter Rent	Seasonal or Monthly Camping Stalls	Marina Dock Rental	Glamping
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No Charge	Non-Serviced: \$10	Non-Serviced: \$60	\$50/day for shelter rental	Monthly: Non-Serviced \$200	N/A	N/A
N/A	Partially Serviced: \$15	Partially Serviced: \$90	N/A	Partially Serviced: \$275	N/A	N/A
N/A	Fully Serviced: \$20	Fully Serviced: \$100	N/A	Fully Serviced: \$400	N/A	N/A

4. That the Mackenzie County Fee Schedule Bylaw; PUBLIC WORKS - AMENDED as follows:

PUBLIC WORKS

Item	Amount	GST
Ground Penetrating Rader (GPR)	\$50/hr.	Applicable
Labor	\$40/hr. (reg business hrs.)	Applicable
	\$65/hr. (evenings/wknds)	Applicable

5. This Bylaw shall come into force and effect upon receiving third reading.

6. This Bylaw amends Bylaw 1246-21 Fee Schedule Bylaw.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

READ a first time this ____ day of _____, 2022.

READ a second time this ____ day of _____ 2022.

READ a third time and finally passed this ____ day of _____, 2022

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	Abolish Policy ADM055 - Residential Rental to Employees

BACKGROUND / PROPOSAL:

Prior to September 2021, Mackenzie County had two different policies dealing with the rental of trailers in Zama.

Policy ADM055 – Residential Rental to Employees
 Policy ADM051 – Facility Rental Policy

One of the major differences in these two policies at the time, was one included utilities and the other did not.

On September 14, 2021 Council made the motion for policy ADM051- the Facility Rental Policy to be approved as amended. This amendment included utility costs to be covered in the rental fee.

Administration has reviewed both policies and advises the abolishment of ADM055 as all rental agreements, employees or members of the public, can fall under ADM051.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

Author: D, Roberts **Reviewed by:** _____ **CAO:** B Peters

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy ADM055 - Residential Rental to Employees
Policy ADM051 – Facility Rental Policy

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM055 - Residential Rental to Employees be rescinded.

Author: D. Roberts Reviewed by: _____ CAO: B Peters

Mackenzie County

Title	Facility Rental Policy	Policy No:	ADM051
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Legislation Reference	Municipal Government Act
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<p>Purpose</p> <p>To establish a guideline for the County’s facilities rental.</p>

Policy Statement:

The County owns various facilities in the Hamlets. In order to provide space options when no other private alternative exist, whenever possible the County may rent or lease a facility to government organizations, non-profit groups, individuals, or entrepreneurs on a day-use or long term basis.

Guidelines/Procedures:

1. The following facilities may be made available for rent:

Facility	Day Use	Long Term Rent
Fort Vermilion Corporate Office Boardroom/Meeting Rooms	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office Boardroom/Meeting Room	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office – RCMP Office	N/A	<input checked="" type="checkbox"/>
Zama Cornerstone Building - Boardroom 102	<input checked="" type="checkbox"/>	N/A
Zama Cornerstone Building - Rooms 112, 113, 115, 116, 117, 119, 120 <i>Note: day use will be based on availability and on first come first serve basis.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zama Trailers	N/A	<input checked="" type="checkbox"/>

2. Rental Priority

- a. Rental priority shall be given to a government agency and/or a non-profit group.

3. Day Use – Office Space

- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Boardroom Rental. The Fee does not include the use of any office equipment, office resources, or supplies.
- b. The users shall be responsible for obtaining and producing to the County any permits or insurance as may be required based on the nature of a function.

4. Long Term Rentals - Residential

- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals. The Fee will include utilities (Water, Gas, Power)
- b. Potential renters must complete an “Application to Rent” form.
- c. All applications will be reviewed by Administration and selection will be made in the best interest of Mackenzie County.
- d. Term of all Mobile Home rentals shall be no less than Three (3) months.
- e. A renter shall be required to enter into a formal rental agreement with the County.
- f. Subletting will not be permitted.
- g. A damage deposit shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals and will be due upon entering a rental agreement.
- h. A nonrefundable fee for cleaning/steam cleaning of the mobile home, upon renter vacating, shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals and will be due upon entering into the rental agreement.
- i. A nonrefundable fee for Pets shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals and will be due upon entering a rental agreement.

- j. The County will carry insurance for the buildings and the renters shall be required to carry and provide proof of insurance for their contents or liability (if applicable)
 - k. The County shall be responsible for all regular repair and maintenance costs of the facilities. Any other damage created by the renter shall be the responsibility of the renter.
 - l. Mackenzie County will be responsible for basic furnishings.
 - m. The renters shall be responsible for notifying the County of any malfunction (leaky toilets, leaky taps, etc.)
 - n. Failure to pay any fees and charges within 30 (thirty) days of date of invoice shall be considered breach of the lease agreement and a renter shall be requested to vacate the County's premises immediately.
5. Long Term Rentals – Non-Residential
- a. Office Space rental fees shall be charged at the market value for similar facilities. The fee shall be charged on a monthly basis. The fee shall be inclusive of utilities and janitorial services.
 - b. Individual agreements shall be implemented on an as needed basis.
6. Administrative Responsibilities
- a. The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	12-Jun-12	12-06-407
Amended	25-Feb-15	15-02-141
Amended	14-Sep-21	21-09-639

Mackenzie County

Title	Residential Rental to Employees	Policy No:	ADM055
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Legislation Reference	Municipal Government Act
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Purpose

To establish a guideline for Mackenzie County employee rentals.

Policy Statement:

The County owns residential properties that may be used to house employees if needed. In order to provide space options when no other private alternative exists, whenever possible the County may rent or lease a residential property to employees during their employment term.

Guidelines/Procedures:

1. The following facilities may be made available for rent:

Facility	Day Use	Long Term Rent
County Owned Residential Properties	N/A	<input checked="" type="checkbox"/>

2. Employee Rentals

- a. Rent shall be established at the market value for similar facilities. The fee shall be charged on a monthly basis. All utilities shall remain in the County's name and the County shall invoice the employee based on the actual cost of utilities on a monthly basis.
- b. An employee shall be required to enter into a formal rental agreement with the County.
- c. Rentals shall be extended to employees and their families only.
- d. Subletting will not be permitted.
- e. A damage deposit equivalent to one month rental fee and the first month's rent shall be required upon entering into the rental agreement.

- f. The County will carry insurance for the buildings and the renters shall be required to carry and provide proof of insurance for their contents or liability (if applicable).
- g. The County shall be responsible for all regular repair and maintenance costs of the facilities. Any other damage created by the renter shall be the responsibility of the renter.
- h. Renters shall be responsible for the grounds maintenance.
- i. Renters shall be responsible for all furnishings.
- j. Renters shall be responsible for notifying the County of any malfunction (leaky toilets, leaky taps, etc.)
- k. Failure to pay any fees and charges within 30 (thirty) days of date of invoice shall be considered breach of the lease agreement and a renter shall be requested to vacate the County's premises immediately.

3. Administrative Responsibilities

- a. The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	2015-02-25	15-02-142
Amended	2017-05-24	17-05-388
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Tax Recovery Public Auction

BACKGROUND / PROPOSAL:

Council directed Administration to offer twenty four forfeiture properties for sale by Public Auction on April 12, 2022 at 2:00 p.m. in the Council Chambers located at 4511 – 46 Avenue, Fort Vermilion in accordance with the Municipal Government Act section 418(1).

Since the original list was approved for public auction, 19 properties have either paid the outstanding balance in full, or entered into a payment agreement with the County, and have been removed from the list.

There are currently 5 properties being offered for sale, as authorized under section 418 of the Municipal Government Act:

Offer of parcel for sale

418(1) *Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.*

The following properties are being considered for public auction due to tax arrears:

Roll #	Ward	Zoning	Legal Location	Civic / Rural Address	Rural/Hamlet	Reserve Bid
076930	07	HR-1	4357MC;4;1	5211 45 ST	Fort Vermilion	28,460
179157	09	HC1	7521763;;A		S. of Meander River	4,496.95
296434	10	HG1	8922794;14;1	1079 ASPEN DR	Zama	24,780
296455	10	HM1	8923048;6;5	1019 INDUSTRIAL DR	Zama	2,680
188218	4	A	SE 7-106-14-W5	106134 RGE RD 145	E. of La Crete	952,000

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

Terms of sale as per Policy FIN017 (attached): \$1,000 down payment must be made by cash, certified cheque or draft within 24 hours of the auction with payment in full due within 30 days of the auction.

Administration will report back to Council on disposition options.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

If a property is sold, the County would recover taxes and other costs incurred regarding the property. The remaining proceeds will be dealt with as mandated by section 427(2) of the Municipal Government Act.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

That all current owners of the sold properties will be notified as to the results of the auction by letter.

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the Tax Recovery Public Auction held April 12, 2022 report be tabled until following the auction at 2:00 pm.

Author: J. Batt Reviewed by: C. Simpson CAO: _____

Mackenzie County

Title	RESERVE BID & CONDITIONS OF SALE	Policy No:	FIN017
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Legislation Reference	Municipal Government Act, Section 419
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Purpose

To establish a policy for the setting of reserve bids and conditions of sale for parcels of land to be offered for sale at a public auction.

Policy Statement and Guidelines

For each parcel of land to be offered for sale at a public auction, the reserve bid must be set as close as reasonably possible to the market value of the parcel.

Administration may authorize the assessor appointed by the municipality to assess the parcel at fair market value and adopt that assessment figure as the reserve bid for that parcel.

Administration may authorize an appraiser to appraise the parcel and adopt that appraisal figure as the reserve bid for that parcel.

All non-residential and non-vacant agricultural parcels shall be appraised.

The following conditions shall apply to the sale:

Each Parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the certificate of title.

Terms: Cash, Certified Cheque or Money Order

Deposit: \$1,000 (non-refundable to the successful bidder) at time of the sale.

Balance: To be paid to Mackenzie County within 30 (thirty) calendar days of the date of the auction.

Mackenzie County may become owner of any parcel of land that is not sold at the public auction, immediately after the public auction.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the date of sale.

Policy FIN017
Reserve Bid & Conditions of Sale

	Date	Resolution Number
Approved	March 6/01	01-128
Amended	30-Mar-11	11-03-277
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Policy RESV21 Bridge Reserve

BACKGROUND / PROPOSAL:

At the January 7, 2022 Budget Council meeting, Council passed the following motion:

MOTION 22-01-004 *That \$200,000 from the Road Reserve be allocated for bridges.*

CARRIED

Administration has drafted a Bridge Reserve Policy (attached) to ensure that funding allocated to Bridge infrastructure maintenance is recorded, and allocated as Council requests.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Funding during budget development.

SUSTAINABILITY PLAN:

N/A

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That Policy RESV21 Bridge Reserve be approved as presented/amended.

Motion #2

Simple Majority Requires 2/3 Requires Unanimous

That \$200,000 in funding from the Road Reserve be allocated to the Bridge Reserve as identified previously in Motion #22-01-004.

Author: J. Batt Reviewed by: C. Simpson CAO: _____

Mackenzie County

Title	Bridge Reserve	Policy No.	RESV21
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Account Code	32-717
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Purpose
To establish a capital bridge reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to accommodate annual capital budget expenditures and/or for non-budgeted capital bridge projects that require funding.

Targeted Minimum Balance:	\$1,000,000
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Targeted Maximum Balance:	\$2,000,000
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Targeted Annual Contribution:	\$200,000
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.

2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	2022-04-12	
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Policy RESV22 Recreation Reserve La Crete

BACKGROUND / PROPOSAL:

At the January 7, 2022 Budget Council meeting, Council passed the following motion:

MOTION 22-01-047 *That \$46,481 be reallocated from the General Operating Reserve to the Fort Vermilion Recreation Reserve, and that 3 Recreation Reserves be created.*

CARRIED

Administration has drafted a Recreation Reserve La Crete Policy (attached).

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Funding during budget development

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That Policy RESV22 Recreation Reserve La Crete be approved as presented/amended.

Author: J. Batt Reviewed by: C. Simpson CAO: _____

Mackenzie County

Title	La Crete Recreation Reserve	Policy No.	RESV22
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Account Code	71-714
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Purpose	<p>To establish a recreation reserve to assist in funding projects supported by the La Crete Recreation Board. This reserve will provide funding in order to retain a stable municipal taxation structure and to fund capital items that will benefit users of the La Crete recreation facilities.</p>
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Targeted Minimum Balance:	\$50,000
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Targeted Maximum Balance:	\$150,000
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Targeted Annual Contribution:	\$20,000
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.

2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	2022-04-12	
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Policy RESV23 Recreation Reserve Fort Vermilion

BACKGROUND / PROPOSAL:

At the January 17, 2022 Budget Council meeting, Council passed the following motion:

MOTION 22-01-047 *That \$46,481 be reallocated from the General Operating Reserve to the Fort Vermilion Recreation Reserve, and that 3 Recreation Reserves be created.*

CARRIED

Administration has drafted a Recreation Reserve Fort Vermilion Policy (attached).

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Funding during budget development

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That Policy RESV22 Recreation Reserve Fort Vermilion be approved as presented/amended.

Author: J. Batt Reviewed by: C. Simpson CAO: _____

Mackenzie County

Title	Fort Vermilion Recreation Reserve	Policy No.	RESV23
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Account Code	71-713
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Purpose	<p>To establish a recreation reserve to assist in funding projects supported by the Fort Vermilion Recreation Board. This reserve will provide funding in order to retain a stable municipal taxation structure and to fund capital items that will benefit users of the Fort Vermilion recreation facilities.</p>
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Targeted Minimum Balance:	\$50,000
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Targeted Maximum Balance:	\$150,000
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Targeted Annual Contribution:	\$20,000
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.

2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	2022-04-12	
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Policy RESV24 Recreation Reserve Zama

BACKGROUND / PROPOSAL:

At the January 17, 2022 Budget Council meeting, Council passed the following motion:

MOTION 22-01-047 *That \$46,481 be reallocated from the General Operating Reserve to the Fort Vermilion Recreation Reserve, and that 3 Recreation Reserves be created.*

CARRIED

Administration has drafted a Recreation Reserve Zama Policy (attached).

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Funding during budget development

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That Policy RESV22 Recreation Reserve Zama be approved as presented/amended.

Author: J. Batt Reviewed by: C. Simpson CAO: _____

Mackenzie County

Title	Zama Recreation Reserve	Policy No.	RESV24
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Account Code	71-712
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Purpose	<p>To establish a recreation reserve to assist in funding projects supported by the Zama Recreation Board. This reserve will provide funding in order to retain a stable municipal taxation structure and to fund capital items that will benefit users of the Zama recreation facilities.</p>
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Targeted Minimum Balance:	\$50,000
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Targeted Maximum Balance:	\$150,000
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Targeted Annual Contribution:	\$20,000
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.

2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	2022-04-12	
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	La Crete Recreation Society – Indoor Ice Arena Capital Project Budget Amendment

BACKGROUND / PROPOSAL:

Council approved the La Crete Recreation Society – Indoor Ice Arena Capital project, with funding coming from donations, or grants. As donations are received, a budget amendment is required to ensure full costs and funding is allocated to this project.

At the Council meeting on February 16th, Council passed the following motion:

MOTION 22-02-111 *That the 2021 Capital Budget be amended by \$4,483,000 to include the La Crete Recreation Society Indoor Ice Rink project with all funding coming from public donations.*
Requires 2/3

CARRIED

Administration has since received an additional \$906,273.60 which requires a Council motion amending the budget.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

All Capital funding was raised by way of 36 individual community members, and or company donations to this project.

Operational costs realized in the future Operational Budgets

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

SUSTAINABILITY PLAN:

SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE

Municipally-owned facilities and structures:

- operate at optimal usage levels given the size of the population
- have the capacity to absorb growth
- are well-maintained on a schedule that maximizes life expectancy

COMMUNICATION / PUBLIC PARTICIPATION:

Grande Opening was posted on social media, website, and newspaper.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Capital Budget be amended by \$906,273.60 for the La Crete Recreation Society Indoor Ice Rink Project with all funding coming from public donations.

Author: J. Batt Reviewed by: C. Simpson CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	La Crete Recreation Society – Tennis Court, Basket Ball, Pickle Ball Court Capital Project Budget Amendment

BACKGROUND / PROPOSAL:

At the Council meeting on May 11th, 2021 Council passed the following motion:

MOTION 21-05-400 *That the 2021 budget be amended to include the La Crete Recreation Boards -Tennis, Basketball, and Pickle Ball Court project in the amount of \$299,106 with \$149,553 in funding provided by the La Crete Recreation Society, and the County’s portion of \$149,553 in funding from Municipal Sustainability Initiative (MSI).*
Requires 2/3

CARRIED

Administration received the final invoice for this project from the La Crete Recreation Society, with the total cost to \$304,080 bring the project over budget by \$4,974 requiring a budget amendment, with funding coming from the La Crete Recreation Society.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

County – Municipal Sustainability Initiatives Grant (MSI) - \$149,553
 La Crete Recreation Society - \$154,527

SUSTAINABILITY PLAN:

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE

Municipally-owned facilities and structures:

- operate at optimal usage levels given the size of the population
- have the capacity to absorb growth
- are well-maintained on a schedule that maximizes life expectancy

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Capital Budget be amended by \$4,974 for the La Crete Recreation Board Tennis, Basketball, and Pickle Ball Court project with funding coming from the La Crete Recreation Society.

Author: J. Batt Reviewed by: C. Simpson CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Conditional Grant Agreement – Interest Revenue

BACKGROUND / PROPOSAL:

The Municipality received a conditional grant agreement for the relocation of residents in the flood plain. As part of the grant agreement, 90% of the grant funds was received as an advance towards costs incurred. Expenses incurred to offset this advance are applied against these funds, and interest is calculated on the balance. Interest earned from funds received by a Provincial Grant are normally incorporated into available funds through these grants.

The conditional grant interest was calculated at \$171,929 for 2021, and administration is requesting that the 2022 Capital Budget for the FV – Flood Mitigation project be amended to include these funds.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2021 allocated interest for the balance of advance funds

SUSTAINABILITY PLAN:

N/A

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Capital Budget be amended by \$171,929 for the FV – Flood Mitigation project with funding coming from interest earned in 2021.

Author: J. Batt Reviewed by: C. Simpson CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Disaster Recovery Program – Chuckegg Wildfire Claim Update

BACKGROUND / PROPOSAL:

During numerous Council meetings, administration has provided updates on the Chuckegg Wildfire Claim under the Disaster Recovery Program.

This will be administrations final report on this event, as the final payment has been received in the amount of \$2,304,808.03 bringing the total amount received under this grant program to \$10,005,369.88.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Chuckegg Wildfire Disaster Recovery Program final payment report be received for information.

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____



March 31, 2022

Jennifer Batt, Director of Finance
Mackenzie County
4511 – 46 Avenue
Fort Vermillion, Alberta T0H 1N0

Dear Jennifer:

RE: 2019 Northwest Alberta Wildfires Disaster Recovery Program – Final Payment Summary

The Recovery Branch has received your request for reimbursement for the 2019 Northwest Alberta Wildfires Disaster Recovery Program. The total amount you will receive is \$2,304,803.03. Funds will be provided via electronic funds transfer. A payment summary listing all eligible costs is enclosed for your reference.

Project Number	Project Description	Amount Submitted	Eligible Amount
1.4	Pre-Emptive Structural Protection after June 23, 2019	\$2,304,808.03	\$2,304,808.03
Total		\$2,304,808.03	\$2,304,808.03

Please be advised that your file is now closed and no additional claims will be accepted for this program. If you disagree with any decision made on your file, please contact your Case Manager for this program, Joyette Howard at 780-217-5492 or by email at joyette.howard@gov.ab.ca. within 30 days of receiving this letter. Thank you for your cooperation.

Sincerely,

Rick Melnychuk
Acting Manager, Community Recovery Services
Alberta Emergency Management Agency

Attachments



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	2022 Operating Budget Amendment

BACKGROUND / PROPOSAL:

As part of the 2022 Operating Budget development, anticipated increases, and decreases were calculated into the 2022 Draft Operating Budget with an anticipated taxation revenue of \$23,555,505. Administration has received the final December 31, 2021 assessments for the 2022 taxation year, calculated at the same mill rate approved by Council, with a revenue of \$24,358,080, an increase of \$802,575.

As Council is aware, a great deal of effort, and debate was undertaken to review many options in reducing expenses, and increasing revenue, including limiting allocations to reserves. In order to pass a balanced budget, while awaiting final assessment calculations, anticipated bad debt expense was reduced by \$169,347. With the realized increase in taxation revenue, administration is recommending the following allocations:

- \$169,347 allocated to bad debt expenses
- \$250,000 to the Gravel Crushing Reserve
- \$383,228 to the Road Reserve

These allocations to the Operating budget, including reserves is calculated in the 2022 Tax Rate Bylaw included in this Council meeting package.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Operating Budget

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** B Peters

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Operating Budget be amended to include the tax revenue of \$24,358,080, and that \$169,347 be allocated to bad debt expenses, \$250,000 be allocated to the Gravel Crushing Reserve, and \$383,228 be allocated to the Road Reserve.

Author: J. Batt Reviewed by: C. Simpson CAO: B Peters



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Bylaw 1257-22 2022 Tax Rate

BACKGROUND / PROPOSAL:

Pursuant to section 353 of the *Municipal Government Act*, each council must pass a Property Tax Bylaw annually. The bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used towards the payment of the expenditures and transfers set out in the budget and the requisitions.

The Tax Rate Bylaw must set out and show separately all of the tax rates that must be imposed to raise the revenue required. Other levies, collected through the municipal tax notices, include the Alberta School Foundation Fund and the Boreal Housing Foundation.

Alberta School Requisitions

There is an increase to the Education Property Tax that is required to be collected during the 2022 tax year and is reflected in this Bylaw. Administration will continue to advertise this requirement to collect on the Provinces behalf.

County Tax Burden

Council adopted the Interim 2022 Budget at its meeting held on December 16, 2021, with the latest amendment on March 23, 2022. As noted during budget deliberation, Mackenzie County anticipated a reduced assessment in the Oil & Gas Sector. There was also a small decrease in Non-Residential properties, and an increase in Residential in large part to vacant hamlet residential properties coming online, and inflationary increases to properties. Relative to these amendments in assessments, Council made some amendments to current service levels, increased some user fees, all while continuing to make infrastructure investments, and trying to avoid a negative impact on the mill rates.

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

Any impact on any specific residential or commercial property will be highly dependent on the change in their assessment as Council has not increased the mill rate in 2022.

Council deliberated farmland tax increase along with an increased minimum during the 2021 tax year, due to levels of services received and infrastructure required to support.

There was no mill rate change to any property code in the proposed 2022 Tax Rate Bylaw.

Boreal Housing Foundation

With the removal of the Seniors Lodge in La Crete, and other factors, the 2022 Lodge Requisition decreased by \$97,407 in 2022 with a requisition of \$798,705 compared to \$896,112.

The detailed calculations are presented in the attached Bylaw.

OPTIONS & BENEFITS:

Option #1

Pass all three readings of the Tax Rate Bylaw at this meeting.

Option #2

Pass first reading of the Tax Rate Bylaw with subsequent readings on April 27, 2022.

Tax notices anticipated to be released on May 13th, 2022.

COSTS & SOURCE OF FUNDING:

Funding will be collected via the tax billing process and relative of the approved 2022 operating and capital budget approvals.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Advertising as required by the Municipal Government Act. Tax notices will be mailed approximately May 13, 2022.

POLICY REFERENCES:

Author: J. Batt Reviewed by: C. Simpson CAO: _____

FIN031 - Methods of Payment Policy

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1257-22 being the 2022 Tax Rate bylaw for Mackenzie County.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1257-22 being the 2022 Tax Rate bylaw for Mackenzie County.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1257-22 being the 2022 Tax Rate bylaw for Mackenzie County, at this meeting.

Motion 4

- Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1257-22 being the 2022 Tax Rate bylaw for Mackenzie County.

Author: J. Batt **Reviewed by:** C. Simpson **CAO:** _____

BYLAW NO. 1257-22
BEING A BYLAW OF
THE MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST
ASSESSABLE PROPERTY WITHIN MACKENZIE COUNTY
FOR THE 2022 TAXATION YEAR

WHEREAS, Mackenzie County in the province of Alberta, has prepared and adopted detailed estimates of the municipal revenue, expenses and expenditures as required, at the Council meeting held on April 12, 2022; and

WHEREAS, the estimated municipal operating revenues from all sources other than property taxation total \$10,696,768; and

WHEREAS, the estimated municipal expenses (excluding non-cash items and requisitions) set out in the annual budget for the Mackenzie County for 2022 total \$35,054,848 (total expenses); and the balance of \$20,593,663 is to be raised by general municipal property taxation; and

WHEREAS, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$1,356,458; and

WHEREAS, the estimated amount required for future financial plans to be raised by municipal taxation is \$2,407,959; and

THEREFORE, the total amount to be raised by general municipal taxation is \$24,358,080; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund Requisition (including Opted Out School Board):

	Base	(Over)/Under	Total
Residential and Farmland	\$2,900,426	(\$81,479)	\$2,818,947
Non-Residential	\$3,516,613	\$277,016	\$3,793,629
Total	\$6,417,039	\$195,537	\$6,612,576

Lodge Requisition:

	Base	(Over)/Under Levy	Total
Total Lodge Requisitions	\$798,705	\$16,990	\$815,695

Designated Industrial Property (DIP):

	Base	(Over)/Under Levy	Total
Total DIP Requisitions	\$70,195	\$2,601	\$72,796

WHEREAS, the Council of Mackenzie County is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated municipal expenses and the requisitions: and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act (MGA)*, Revised Statutes of Alberta, 2000; Chapter M-26, as amended, and

WHEREAS, the assessed value of all property in Mackenzie County as shown on the assessment roll is:

Taxable Assessment:

Residential	\$ 1,119,960,150
Farmland	\$ 48,369,560
Non-Residential	\$ 242,783,020
Machinery & Equipment	\$ 13,988,830
Designated Industrial Properties/Linear	\$ 945,404,940
Total	\$ 2,370,506,500

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Mackenzie County in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized and directed to levy the following rates of taxation of the assessed value of all property as shown on the assessment roll of Mackenzie County:

General Municipal	Tax Levy	Assessment	Tax Rate
Residential	\$7,749,004	\$1,119,960,150	0.006919
Farmland	\$497,965	\$48,369,560	0.010295
Non-Residential	\$15,143,456	\$1,188,187,960	0.012745
Machinery & Equipment	\$178,288	\$13,988,830	0.012745
	\$23,568,713	\$ 2,370,506,500	
Revenue estimated due to the established minimum	\$789,367		
Total	\$24,358,080	\$ 2,370,506,500	

Notwithstanding the foregoing, the minimum tax for:

- Residential shall be **\$200** (two hundred dollars)
- Limited Access Seasonal Residential **\$50** (fifty dollars)
- Non-Residential shall be **\$400** (four hundred dollars)
- Farmland shall be **\$200** (two hundred dollars)

Alberta School Foundation Fund (including Opted Out School Board):

	Tax Levy	Taxable Assessment	Tax Rate
Residential and Farmland	\$2,819,183	\$1,162,549,650	0.002425
Non-Residential	\$3,793,629	\$876,889,670	0.004326
Total ASFF	\$6,612,812	\$2,039,439,320	

	Tax Levy	Taxable Assessment	Tax Rate
--	-----------------	---------------------------	-----------------

Total Lodge Requisition	\$815,695	\$2,356,714,940	0.000346
--------------------------------	------------------	------------------------	-----------------

Designated Industrial Properties/Linear	\$72,796	\$945,404,940	0.000077
Total DIP Requisitions	\$72,796	\$945,404,940	0.000077

Grand Total	\$31,859,383
--------------------	---------------------

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this 12th day of April, 2022.

READ a second time this _____ day of _____, 2022.

READ a third time and finally passed this _____ day of _____, 2022.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12th, 2022
Presented By:	Jeff Simpson, Director of Operations
Title:	New Capital Purchase Request – Roller/Packer

BACKGROUND / PROPOSAL:

Public Works has identified a need, and the Fleet Manager has identified an opportunity to purchase a roller/packer for Public Works. The unit has low hours, meets specifications of the future needs of Public Works, and can be obtained for an acceptable price. The estimated cost of this acquisition is \$40,000.

In 2020, Public Works contracted the use of a roller/packer from a private contractor, resulting in approximately \$17,000 in contractor fee. In 2021, with the increase in oil road maintenance activities, Public Works contracted the same equipment and paid a total of \$47,000 in rental fees.

For 2022 and upcoming years, it is anticipated that the Public Works department will continue to have an increased need for a roller/packer to assist with the reapplication of oil dust-suppressant in addition to transitioning to undertake minor road rebuild projects. Currently, Public Works owns a small roller/packer suitable for pathways and sidewalk type projects.

Public Works currently possesses a trailer that would be suitable for the transportation of this equipment if acquired.

OPTIONS & BENEFITS:

- (1) The purchase of this equipment will allow Public Works to continue to meet the requirements of its current service level delivery at a cost savings associated to owning the equipment rather than renting. Its anticipated that the acquisition cost associated to this equipment will be recouped within the first year of operation.

Author: J. SIMPSON **Reviewed by:** J. Batt **CAO:** B Peters

(2) That administration continue to contract roller packer services to complete road maintenance.

COSTS & SOURCE OF FUNDING:

Vehicle and Equipment Reserve

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Capital Budget be amended by \$40,000 for a Roller Packer project, with funding coming from the Vehicle & Equipment Reserve.

Author: J. SIMPSON Reviewed by: J. Batt CAO: B Peters

SHANE @ 1-780-512-5311

\$40,000.

VOLVO DOUBLE DRUM COMPACTORS

DD90, DD90HF



MORE CARE. BUILT IN.



WHAT YOU NEED TO GET THE JOB DONE RIGHT

The Volvo DD90 and DD90HF vibratory asphalt compactors have 1 675 mm (66") drums and provide high performance for highway and other large paving projects. The DD90 has a frequency of 41,7 Hz (2,500 vpm) and a nominal capacity of up to 227 tonnes (250 tons) of HMA per hour. The DD90HF, with a frequency of 63,3 Hz (3,800 vpm), has a nominal capacity up to 290 tonnes (325 tons) of HMA per hour. And with operating weights of nearly 9,8 tonnes (11 tons), the DD90 and DD90HF compactors meet most agency static weight requirements.

Performance Features

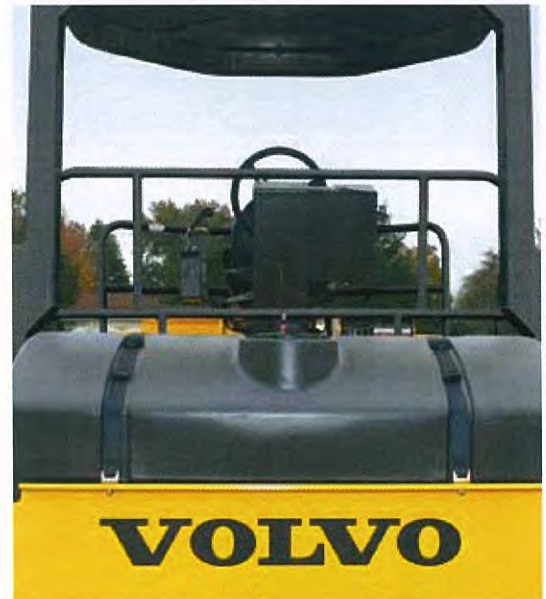
- Dual frequency vibration systems of 41,7 / 30,8 Hz (2,500 / 1,850 vpm) on the DD90 and 63,3 / 47,5 Hz (3,800 / 2,850 vpm) on the DD90HF match machine performance to production requirements
- Eight amplitude settings achieve required compaction throughout deep lifts and/or stiffer mix designs
- Five-position rotating operator's station with an adjustable seat provides a smooth ride and comfortable operating environment
- Two complete, independent water systems include triple water filtration, four water pumps, four spray bars, and variable waterflow
- Eccentric rotation automatically matches direction of travel, improving smoothness
- Patented Impact Spacing Meter provides a visual reference for speed control to maintain proper impact spacing, resulting in consistent smoothness
- Exclusive machined drums with chamfered, radiused drum edges minimize drum edge marking and facilitate finish rolling

Standard Features

- ROPS / FOPS with seat belt
- Superior drum spray system to maintain maximum productivity
 - Variable waterflow control to conserve water
 - Independent primary and secondary spray systems (each with separate water pumps, water filters, distribution lines, and spray bars with hand-serviceable nozzles)
 - Water tank level LED indicators
- Unobstructed engine access through swing-up hood and removable side panels
- Vibration-isolated operator platform

Additional Options

- Air precleaner
- Back-up alarm
- Cocoa mats
- HID night operating lights
- Hydraulic oil temperature gauge
- Infrared pavement temperature sensor
- Inside wipers scraper kit
- Operator platform spray shield
- Outside urethane wipers
- Special paint
- Speed limiter
- Speedometer / tachometer
- Speedometer / VPM meter
- Beacon light
- Turn signals and flashers
- Work lights



SPECIFICATIONS

Model		DD90	DD90HF
Machine Weight (w/ ROPS / FOPS)			
Operating Weight	kg (lb)	9 895 (21,820)	9 845 (21,705)
Static Weight @ Front Drum	kg (lb)	5 155 (11,370)	5 115 (11,280)
Static Weight @ Rear Drum	kg (lb)	4 740 (10,450)	4 730 (10,425)
Shipping Weight	kg (lb)	9 105 (20,075)	9 105 (20,075)
Dimensions			
Overall Length	mm (in)	5 085 (200.2)	5 085 (200.2)
Overall Width	mm (in)	1 910 (75.2)	1 910 (75.2)
Overall Height (top of steering wheel)	mm (in)	2 210 (87)	2 210 (87)
Overall Height (top of ROPS / FOPS)	mm (in)	2 845 (112)	2 845 (112)
Drum Base	mm (in)	3 200 (126)	3 200 (126)
Curb Clearance	mm (in)	430 (17)	430 (17)
Side Clearance	mm (in)	1 17,5 (4.6)	1 17,5 (4.6)
Inside Turning Radius (to drum edge)	mm (in)	3 560 (140)	3 560 (140)
Drums			
Width	mm (in)	1 675 (66)	1 675 (66)
Diameter	mm (in)	1 220 (48)	1 220 (48)
Shell Thickness (nominal)	mm (in)	19 (0.75)	19 (0.75)
Finish		Machined surface; chamfered & radiused edges	
Vibration			
Frequency	Hz (rpm)	41,7 / 30,8 (2,500 / 1,850)	63,3 / 47,5 (3,800 / 2,850)
Amplitude	mm (in)	0,41 - 1,02 (0,016 - 0,040)	0,48 - 0,64 (0,019 - 0,025)
Centrifugal Force Range	kN (lb)	26,0 - 115,6 (5,840 - 26,000)	71,3 - 171,0 (16,030 - 38,430)
Amplitude Settings		8	8
Propulsion			
Type		Closed-loop hydrostatic, parallel circuit to both drums	
Drum Drive		Heavy-duty radial piston LSHT motors	
Travel Speed	km/h (mph)	0 - 11,8 (0 - 7.4)	0 - 13,3 (0 - 8.3)
Engine			
Make / Model		Cummins QSB 4.5, Tier 3	
Engine Type		Turbocharged 4-cylinder	
Rated Power @ Installed Speed	kW (hp)	96,9 (130)	96,9 (130)
Electrical		12 volts DC, negative ground; 95 A alternator	
Battery		2 absorbed electrolytic, 800 CCA	
Brakes			
Service		Dynamic hydrostatic through propulsion system	
Parking / Secondary		SAHR on front-drum & rear-drum drive motors	
Water System			
Type		Pressure spray drum wetting system with LDPE water tanks	
Pumps		Diaphragm water pumps, primary & secondary for each drum	
Spray Bars		Primary & secondary spray bars for each drum	
Nozzles		Hand-serviceable fan spray nozzles; 7 main, 6 auxiliary per spray bar	
Filtration		Basket strainer each tank, water filter each pump, fine filter each nozzle	
Drum Wipers		Rubber wiper for each drum	
Water Tank Capacity	l (gal)	984 (260)	984 (260)
Miscellaneous			
Articulation Angle (center pivot steering)		+ / - 40°	+ / - 40°
Oscillation Angle		+ / - 10°	+ / - 10°
Fuel Capacity	l (gal)	170 (45)	170 (45)
Hydraulic Oil Capacity	l (gal)	133 (35)	133 (35)
Gradeability (theoretical)		24,8%	25,0%

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Volvo Construction Equipment is different. Our machines are designed, built and supported in a different way. That difference comes from an engineering heritage of over 175 years. A heritage of thinking first about the people who actually use the machines. About how to help them be safer, more comfortable, more productive. About the environment we all share. The result of that thinking is a growing range of machines and a global support network dedicated to helping you do more. People around the world are proud to use Volvo. And we're proud of what makes Volvo different – **More care. Built in.**

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Caterpillar CB634D Smooth Drum Roller

CATEGORY: SMOOTH DRUM ROLLERS ([See all Smooth Drum Rollers for sale](#))**MANUFACTURER:** CATERPILLAR ([See all Caterpillar Equipment for sale](#))**MODEL:** CB634D ([See all Caterpillar CB634D for sale](#))

Dimensions

Height - Top of Cab 10.3 ft (3 m)**Overall Length** 16.3 in (41 cm)**Overall Width** 7.6 ft (2 m)**Turning Radius - Inside** 170 in (432 cm)**Wheelbase** 10.4 in (26 cm)

Drum

Centrifugal Force - High 35744.7 lbs (16,214 kg)

Centrifugal Force - Low	13039 lbs (5,915 kg)
Centrifugal Force - Med	24953.8 lbs (11,319 kg)
Centrifugal Force - Med High	31023.7 lbs (14,072 kg)
Centrifugal Force - Med Low	19108.8 lbs (8,668 kg)
Drum Diameter	51.2 in (130 cm)
Drum Width	84 in (213 cm)
Nominal Amplitude - High	0.1 in (0 cm)
Nominal Amplitude - Low	0.1 in (0 cm)
Nominal Amplitude - Med	0.1 in (0 cm)
Nominal Amplitude - Med High	0.1 in (0 cm)
Nominal Amplitude - Med Low	0.1 in (0 cm)
Static Linear Load	426.8 lbs/in
Vibration Frequency	2640 hz (158,400 vpm)
Vibration Frequency 1	44 hz (2,640 vpm)

Engine

Aspiration	turbocharged
Displacement	402.8 cu in (0 m)
Engine Model	3116T

Gross Power	144.9 hp (108 kw)
--------------------	-------------------

Make	Caterpillar
-------------	-------------

Net Power	138.2 hp (103 kw)
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Operating Specifications

Alternator Supplied Amperage	105 A
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Cooling System Fluid Capacity	8.2 gal (31 l)
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Engine Oil Capacity	4.5 gal (17 l)
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Fuel Capacity	66.1 gal (250 l)
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Hydraulic System Fluid Capacity	15.9 gal (60 l)
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Max Speed	7.6 mph (12 kph)
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Operating Voltage	12 V V
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Operating Weight	28219.2 lbs (12,800 kg)
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Operating Width	91 in (231 cm)
------------------------	----------------

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Fort Vermilion Airport Flood Recovery Phase 3 Tender

BACKGROUND / PROPOSAL:

Associated Engineering with Administration prepared and advertised a bid for Mackenzie County, Fort Vermilion Airport Flood Recovery Phase 3 on BuildWorks Canada and Alberta Purchasing Connection. Submissions were due at the Fort Vermilion County Office December 15, 2021 by 4:30pm.

One tender was received but came in higher than anticipated. Associated Engineering and Administration have reviewed the tender with the intent to either reduce the scope of work or renegotiate the contract to reduce costs.

Three areas of the contract came in considerably over budget; AWOS, PAPI Lights and the electrical building.

Council originally approved \$100,000 towards this project anticipating the Disaster Recovery program would fund costs to return to pre-flood condition outside of insurance. Insurance paid the full amount of the policy for the control shack in the amount of \$75,000 which Council allocated toward this project bring the total budget to \$175,000.

OPTIONS & BENEFITS:

The level of service provided at the Fort Vermilion airport remains significantly reduced since the 2020 flood. The PAPI and AWOS systems provide significant safety improvements during night and poor weather operations.

Community partners and service providers have been patient with the restoration work at the airport, but it is important to restore the level of service at the airport to pre-flood conditions, or formally alter the stated level of service at the airport.

Author: S Gibson **Reviewed by:** _____ **CAO:** B Peters

COSTS & SOURCE OF FUNDING:

Funding of the repair and restoration will be covered through DRP (Disaster Recovery Program), and the \$75,000 received by insurance.

Council has currently allocated \$100,000 from Reserve for the mitigation and lighting upgrade portions of the work. The anticipated cost to complete the upgrades, based on the tender received, are in the \$185,000 range.

The majority of the additional costs are related to the relocation of the building; the lighting upgrade costs are minimal.

In order to save on costs, the project scope could be amended to remove the building relocation components. If a decision is made to not relocate the building at this time, administration recommends that it be lifted a little bit to protect it from small flood events. The building could be moved as part of a future project.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure for a continually growing population.

Goal E26.1 Infrastructure is adequate and there are plans to manage additional growth.

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to communicate Councils decision with the proponent.

POLICY REFERENCES:

FIN025 Purchasing Policy

RECOMMENDED ACTION:

Option #1

Motion 1

- Simple Majority
- Requires 2/3
- Requires Unanimous

That the 2022 Capital Budget be amended by \$85,000 for the Fort Vermilion Airport Lighting Upgrade project with funding coming from the General Capital Reserve.

Author: S Gibson **Reviewed by:** _____ **CAO:** B Peters

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Airport Flood Recovery Phase 3 tender for the Fort Vermilion Airport Lighting Upgrade Project & Disaster Recovery Program Flood Recovery be awarded to Northern Road Builders as originally tendered and including previously negotiated price reductions, while staying in budget.

OR

Option #2

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Airport Flood Recovery Phase 3 tender for the Fort Vermilion Airport Lighting Upgrade Project & Disaster Recovery Program Flood Recovery be awarded to Northern Road Builders, with a revised scope of work removing the building relocation components while staying within budget.

Author: S Gibson Reviewed by: _____ CAO: B Peters



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2022
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Developer Requests – 12-SUB-22 (Fort Vermilion Industrial)

BACKGROUND / PROPOSAL:

Administration has been approached by a developer that is in the process of subdividing a multi-lot industrial subdivision in the hamlet of Fort Vermilion. The developer is requesting subsidies from the municipality in order to proceed.

There are seven separate requests identified below, all of which were specifically requested by the developer. Administration advises that the requests be reviewed holistically from a policy perspective with the overarching question being: to what level should Mackenzie County currently subsidize commercial/industrial land development, specifically within Fort Vermilion?

1. Assistance from the municipality to “upsized” the waterline from a 75mm (3”) to 150mm (6”) throughout the proposed subdivision. The minimum size specified within the County’s General Municipal Improvement Standards (GMIS) for industrial subdivisions is 250mm (10”), Council could reduce the minimum requirement of the sizing from 250mm (10”) to 150mm (6”) but we have not received any engineering from the developer to ensure that this would be enough capacity to support fire flows or wash bays. The existing waterline that would be tied into is 200mm (8”). The installation of infrastructure, labour, and material is a cost for the developer; now if the municipality wanted to ensure that this development takes place, the municipality would need to create a project, and front the costs to be collected back through offsite levy.
2. Assistance from the municipality to cover the cost of the waterline and sewer to his property line. The waterline installed by the County was not extended for future users which was an oversight. The municipality has covered this cost to ensure adequate servicing for developers in other areas of the County. The developer is required to submit a cost estimate for this portion.

Author: C Smith **Reviewed by:** _____ **CAO:** B Peters

3. Waive the servicing of each lot and street lighting. These costs would be at the cost of each lot owner as they develop. This is at Council's discretion but is setting precedent for future land developers.
4. Waive the requirement for asphalt for the internal subdivision road. Currently Council has the ability to waive the requirement for an industrial area as follows:

Policy DEV001 Urban Development Standards states the following:

Design criteria shall be in accordance with the County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced unless otherwise noted in this Section. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay, the road base may require additional work prior to pavement application.

Local roads shall be asphalt surfaced in all residential and commercial Land Use Districts. The requirement for asphalt may be waived at the discretion of Council in industrial areas if the following criteria are met:

- *Asphalt aprons shall be constructed to prevent the spread of gravel onto collector roads;*
 - *Dust control;*
 - *Other?*
5. Exemption on MR requirements for the first phase of the subdivision. MR is proposed to be taken for future road widening on the east side of the subdivision. The remaining would be taken as cash in lieu valued at \$9500 an acre. (1.2 acres to be taken in Phase 1).
 6. Consider allowing the industrial subdivision to be constructed the same as a rural standard industrial subdivision as the land was previously considered an agricultural area. The lot is within hamlet boundary and the urban development standard applies.
 7. Waive the tax on the improvements on the property for a period of time. This could be done through a developer incentive bylaw for commercial/industrial properties or an annual Council motion.

The application is currently being circulated and will be at the table for the upcoming MPC meeting.

OPTIONS & BENEFITS:

The developer is expected to service their subdivision to the minimum development standard set forth in the General Municipal Improvement Standards (GMIS) and Policy DEV001 Urban Development Standards. The developer should retain an engineer to

Author: C Smith Reviewed by: CAO: B Peters

ensure minimum servicing is installed to appropriately service the subdivision. Reducing standards for some items could result in added challenges for building developers (for example, sprinkler systems require a minimum amount of flow. Reducing the size of waterlines could result in a builder needing to spend significant extra money to compensate for inadequate water flows).

Any request granted will need to be considered for future developers and whether or not this could affect future servicing or cost to the municipality.

Council has the authority to waive the listed requests which would each require a Council motion.

COSTS & SOURCE OF FUNDING:

The developer is responsible to provide the cost estimate to bring the infrastructure to property line.

Granting any of the requests will cost the municipality. Those costs may be lost revenue, immediate expenses, delayed expenses, additional debt or risk of being unable to collect levies or other future fees.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population.

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth.

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time.

POLICY REFERENCES:

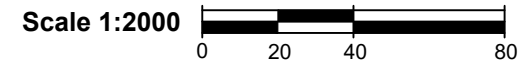
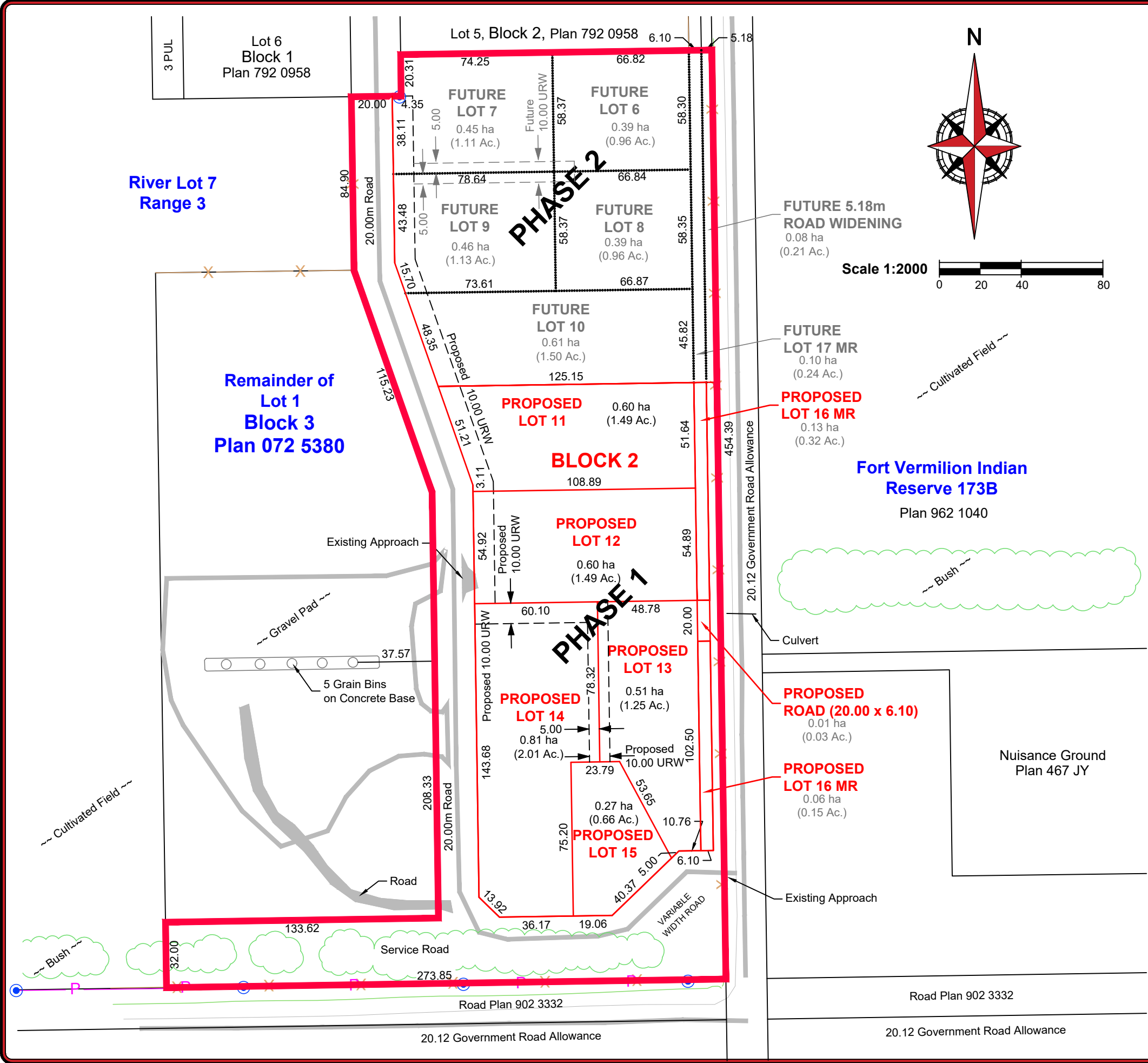
DEV001 Urban Development Standard
DEV003 Subdivision Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: C Smith Reviewed by: _____ CAO: B Peters



TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
Lot 1, Block 3, Plan 072 5380
 (For Phased Multi Lot Development)
 Within
 River Lot 7, Range 3
 Within
 Mackenzie County, Alberta

Schedule of Area(s)

PHASE 1: 5 Lots = 2.78 ha (6.87 Ac.)	PHASE 2: 5 Lots = 2.28 ha (5.67 Ac.)
Road = 1.95 ha (4.81 Ac.)	Road = 0.08 ha (0.21 Ac.)
16 MR = 0.13 ha (0.32 Ac.)	17 MR = 0.10 ha (0.24 Ac.)
Total = 4.86 ha (12.00 Ac.)	Total = 2.48 ha (6.12 Ac.)

Registered Title Encumbrances (Affecting Extend of Title)

- 762 053 815 - Caveat: Re: Deferred Reserve - Director of the Peace River Regional Planning Commission
- 872 041 864 - Utility Right of Way - Northern Lights Gas Co-op Ltd.
- 882 195 099 - Caveat: Re: Easement - Atco Ltd.
- 072 344 802 - Caveat: Re: Roadway - Her Majesty The Queen in Right of Alberta

Notes

- Distances are in Metres and Decimals Thereof.
- Field inspection conducted between November 18 - December 4, 2021.

Legend

- Area Affected by This Plan is Outlined Thus.
- Fence Shown Thus.
- Bushlines Shown Thus.
- Overhead Power Shown Thus.
- 10m Utility Right of Way Shown Thus.
- Power Pole Shown Thus.
- Centerline of Road Shown Thus.
- Edge of Ditch Shown Thus.

Land Owner(s)

Danny Jim Friesen
 C. of T. 212 093 499

Site Information

Not Available



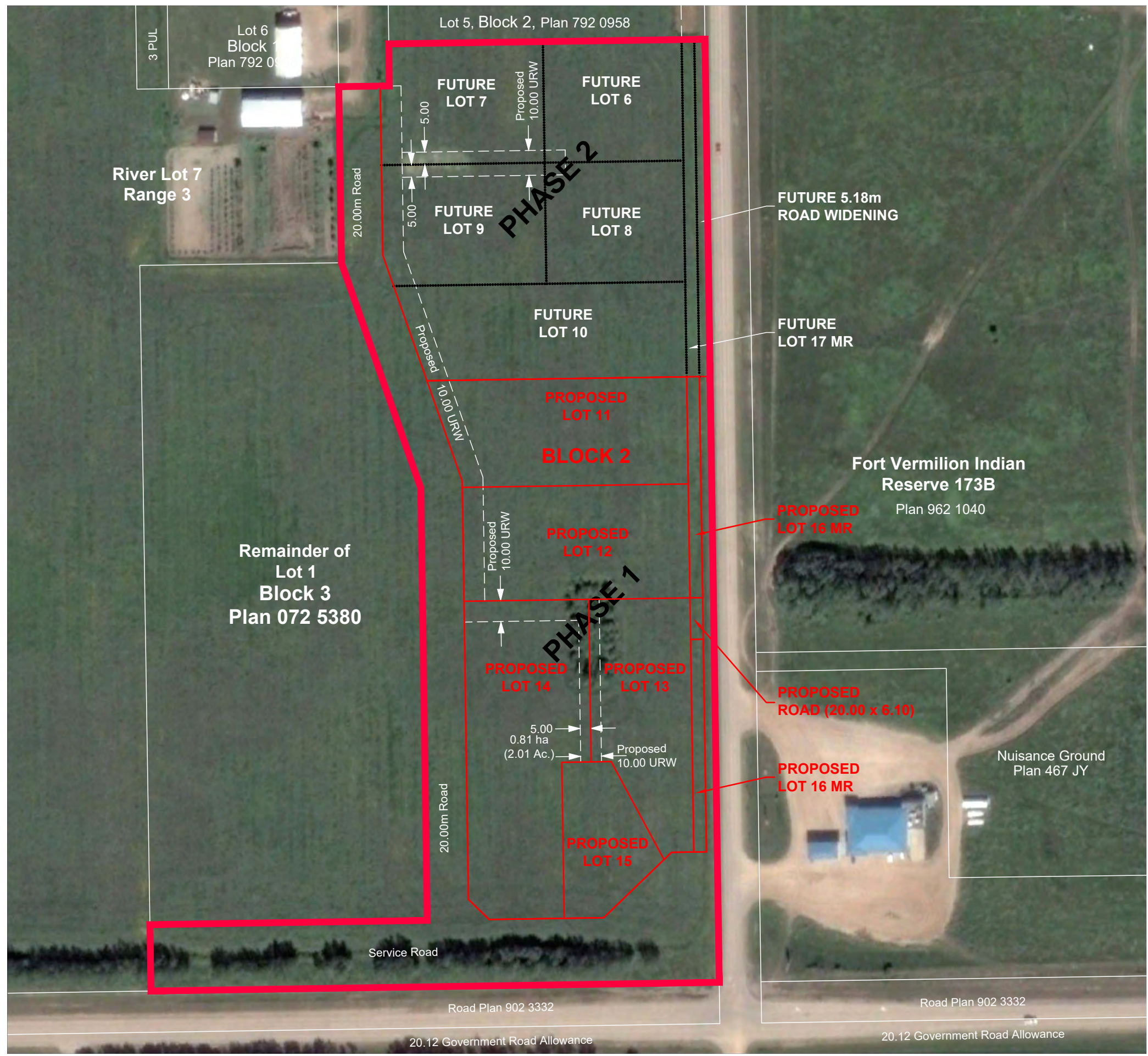
#103-2, 8301 99 Street
 Clairmont, Alberta T8X 5B1
 Phone: (780) 538-1955
 E-mail: jwc.surveyor@gmail.com



PREPARED BY
 Jason Coates, A.L.S.

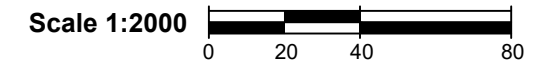
Revision Table

No.	Revision Type	Drafted	Chk'd	Surveyed	Date
0	Original	JN	TB	AC	Feb. 24, 2022
1	Phase 1 & 2	MM			Mar. 29, 2022
Client File No: N/A					
File No: 210221 T 1		Job No: 210221		Sheet: 1 of 2	



TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
Lot 1, Block 3, Plan 072 5380
 (For Phased Multi Lot Development)
 Within
 River Lot 7, Range 3
 Within
 Mackenzie County, Alberta



Notes

- Some buildings may have been erected and others moved since the date of photo.
- Aerial Photo: Google Earth Photo July 2016



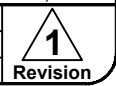
#103-2, 8301 99 Street
 Clairmont, Alberta T8X 5B1
 Phone: (780) 538-1955
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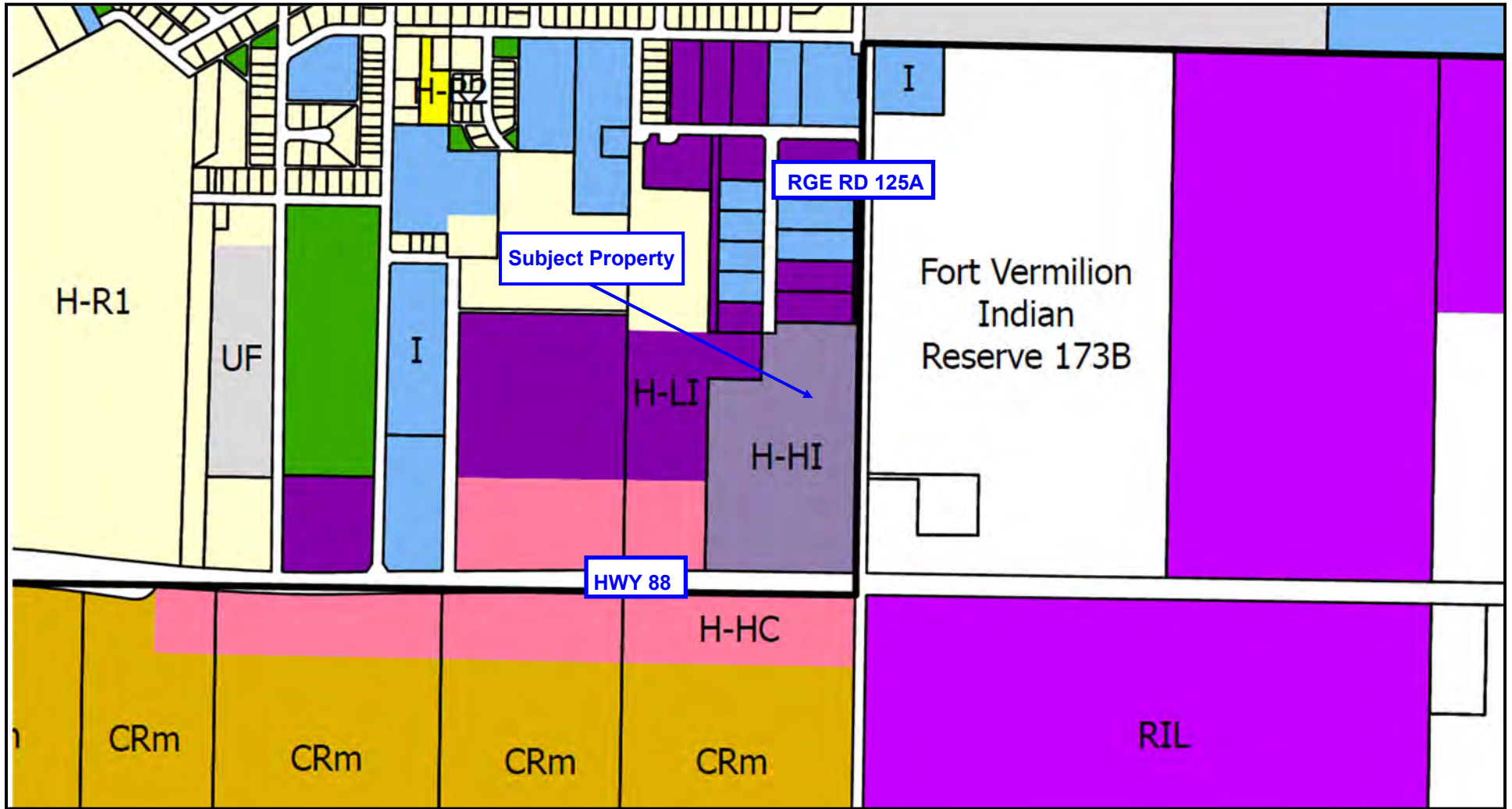
PREPARED BY
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1	Phase 1 & 2	MM			Mar. 29, 2022
Client File No: N/A					
File No: 210221 T 1 Job No: 210221 Sheet: 2 of 2					



SUBDIVISION APPLICATION: LOCATION MAP



File 12-SUB-22

NOT TO SCALE

Disclaimer

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied. The County, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Byron Peters, Interim Chief Administrative Office
Title:	Fort Vermilion Sewer Upgrades

BACKGROUND / PROPOSAL:

Mackenzie County has been approved for a grant of \$1.226 million dollars under the 2021/2022 Alberta Community Partnership (ACP) Strategic Initiatives component for the Fort Vermilion Sewer Upgrades project. This approval completes the ‘transfer’ of a previously approved grant from sewer infrastructure in Zama to Fort Vermilion.

The flood of 2020 damaged much of the storm and sanitary sewer network in Fort Vermilion. The grant funding can be utilized to repair existing, and construct new, sanitary and storm sewer infrastructure. It also includes some aspects of reclamation.

Major pieces of the sewer infrastructure are required to remain in the flood plain, such as the lift station, a trunk main, and all the storm sewer outlets and primary infrastructure.

When a new flood barrier is constructed to protect a portion of the downtown small business community, the existing major storm sewer system and the minor system will require upgrades in order to accommodate other relocation activities in the community. The storm system will be improved to ensure spring run off and rain can drain away from homes and businesses without causing a flood risk and reducing erosion concerns at the outfalls.

OPTIONS & BENEFITS:

The grant will assist with flood recovery efforts in Fort Vermilion to install new, repair and upgrade sanitary and storm water infrastructure.

Author: S Gibson **Reviewed by:** J. Batt **CAO:** B Peters

COSTS & SOURCE OF FUNDING:

Alberta Community Partnership (ACP) Strategic Initiatives grant \$1,226,000

SUSTAINABILITY PLAN:

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority [equires 2/3 Requires Unanimous

That the 2022 Capital Budget be amended to include \$1,226,000 for the Fort Vermilion Sewer Upgrades project with funds coming from Alberta Community Partnership (ACP) Strategic Initiatives grant.

Author: S Gibson **Reviewed by:** J. Batt **CAO:** B Peters



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108117

March 30, 2022

Mr. Joshua Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen:

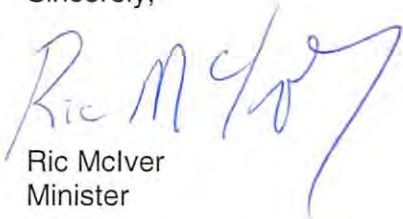
I am pleased to inform you Mackenzie County has been approved for a grant of \$1,226,000 under the 2021/22 Alberta Community Partnership (ACP) Strategic Initiatives component for the Fort Vermilion Infrastructure Repairs and Upgrades project. This one-time funding commitment will support new, repaired, and upgraded waste and storm water infrastructure to assist with flood recovery in Fort Vermilion.

Department staff will be in contact with your office to complete the steps necessary to execute the required documents under the Municipal Affairs Grant Regulation. As per the guidelines, projects funded by the ACP must be carried out in accordance with the New West Partnership Trade Agreement and the Canadian Free Trade Agreement.

If you have any questions regarding this grant, please contact Susan McFarlane, Director, Grant Program Delivery, toll-free by first dialing 310-0000, then 780-644-1243, or by email at susan.mcfarlane@gov.ab.ca.

I wish you every success with this endeavour.

Sincerely,



Ric McIver
Minister

cc: Honourable Rajan Sawhney, Minister of Transportation
Dan Williams, MLA, Peace River
Byron Peters, Interim Chief Administrative Officer, Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Off-Site Levy Report

BACKGROUND / PROPOSAL:

Administration had previously provided an Off-Site Levy Annual Report for the 2021 calendar year. Administration has not completed a review of all Off-Site Levies collected to date.

Mackenzie County has collected a total of \$1,398,896.04 in Off-Site Levy fees since 2000.

OPTIONS & BENEFITS:

To accept the Off-Site Levy Report for Information.

COSTS & SOURCE OF FUNDING:

Costs collected through Off-Site Levy Fees are to be applied to the appropriate capital project budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: N Friesen **Reviewed by:** C Smith **CAO:**

POLICY REFERENCES:

Municipal Government Act RSA 2000, Chapter M-26

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Off-Site Levy Report be received for information.

Author: N Friesen **Reviewed by:** C Smith **CAO:** _____

Off-Site Levy Report

Overview/Background

Off-Site Levies Fees are established by Council to recoup costs of infrastructure upgrades or improvements as a method of subsidizing those costs for future development. Without Off-Site Levies, the full burden of the infrastructure improvements would fall on the developer when they trigger such improvements.

Mackenzie County current has eleven (11) off-site levy bylaws in place including one (1) transportation levy in rural La Crete, one (1) general in-Hamlet levy, and nine (9) levies in La Crete. The general purpose of each levy is as follows:

Bylaw 223/00 is a Main Sewage Lift Station levy established for the replacement of the main lift station in La Crete at 105 Avenue and 99 Street and associated trunk sewer and forcemain.

Bylaw 319/02 is an Off-Site Levy established for all Hamlets to offset the increased burden on services, imposed as the intensity of lots increases with further subdivision and development.

Bylaw 338/02 is a levy established for the Gravity Sewer Main Extension to service portions of the north half of 9-106-15-W5M and the south half of 16-106-15-W5M in the Hamlet of La Crete.

Bylaw 440/04 is established for the Provision of Water and Sewer Service to section 10-106-15-W5M and NE 3-106-15-W5M in the Hamlet of La Crete.

Bylaw 474/04 is imposed for the construction of Sewage Lift Station Number 5 and associated trunk sewer and forcemain at 91 Avenue and 100 Street in the Hamlet of La Crete.

Bylaw 651/07 is imposed for the expansion of Sanitary Sewer Facilities and Lift Station Installation for the industrial areas within the west half of Section 10-106-15-W5M in the Hamlet of La Crete.

Bylaw 739-09 is a levy established for the Sanitary Sewer Trunk Main Installation south of 94 Avenue in the Hamlet of La Crete.

Bylaw 763-10 is established for the Installation of Sanitary Sewer Lift Station to service NE 10-106-15-W5M and the west half of section 11-106-15-W5M in the Hamlet of La Crete.

Bylaw 780-10 is Mackenzie County's only Transportation Levy, established for the Construction and Upgrade of Range Road 152 to provide access to SW 35-105-15-W5M, south of the Hamlet of La Crete.

Bylaw 1222-21 is the La Crete North Storm Pond Off-Site Levy, established for the construction of storm water management facilities to mediate drainage issues in the Hamlet of La Crete.

Bylaw 1225-21 is the La Crete North Sanitary Off-Site Levy, established for the expansion of sanitary sewer servicing north and west for the Hamlet of La Crete.

Off-Site Levy Fees can be charged based on development area or number of lots created, depending on what is deemed most appropriate at the time of implementation of the Bylaw. The County's off-site levy charges by bylaw are summarized in Table 1.

Bylaw	Project Cost	Cost to be Recouped*	Fee Levied	Unit
223/00	\$797,566.00	\$139,575.00	\$1,342.00	per ha
319/02	not listed	not listed	\$1,000.00	per lot
338/02	\$524,440.40	\$524,440.40	\$4,111.23	per ha
440/04	\$562,437.00	\$562,437.00	Residential \$2,653.93 Industrial \$1,421.40	per lot
474/04	not listed	not listed	Residential \$1,185.00 Industrial \$616.00	per ha
651/07	\$190,740.93	\$190,740.93	\$1,644.32	per acre
739-09	\$420,400.00	\$420,400.00	\$2,088.00	per acre
763-10	\$375,240.00	\$375,240.00	\$1,682.69	per acre
780-10	\$120,000.00	\$70,000.00	\$377.34	per acre
1222-21	\$2,353,200.00	\$2,353,200.00	\$10,810.00	per ha
1225-21	\$13,787,000.00	\$13,787,000.00	Low Press. \$2,940.00 Gravity \$15,900.00	per ha
Total	\$19,131,024.33	\$18,423,033.33		

Table 1: Off-Site Levy Charge Summary *Costs have not been adjusted for inflation nor have additional costs such as those associated with borrowing funds been considered.

Fees Collected

The last two (2) decades have seen numerous subdivision projects, particularly in the Hamlet of La Crete, where most of the County's Off-Site Levies apply. Over the period from 2000 to 2021 the County has collected a total of \$1,398,896.04 in Off-Site Levy fees. To date, ten (10) of Mackenzie County's eleven (11) Off-Site Levy Bylaws have been contributed toward.

Highlights

Bylaws 440/04 and 651/07 apply to the northeast (industrial) area of the Hamlet of La Crete and have been 64% and 57% recouped, respectively. Bylaw 223/00 is projected to be fully recouped in the upcoming development season, with only \$13,145.48

currently outstanding. The benefitting areas of these three (3) bylaws will soon be completely developed.

Bylaws 338/02, 739/09, and 780/10 have each been less than 25% recouped which is on par with the amount of benefitting area that is currently developed.

Bylaws 1222-21 and 1225-21 have been less than 1% recouped each, however the bylaws were both adopted in 2021 and the benefitting areas are mostly undeveloped.

A full summary of fees collected to date is provided in Table 2.

BYLAW	COST TO BE RECOUPED	COLLECTED	OUTSTANDING	PERCENT RECOUPED
223/00	\$139,575.00	\$126,429.52	\$13,145.48	90.58%
319/02	Not listed	\$417,850.00	N/A	N/A
338/02	\$524,440.40	\$114,861.76	\$409,578.64	21.90%
440/04	\$562,437.00	\$357,491.50	\$204,945.50	63.56%
474/04	Not listed	\$78,816.20	N/A	N/A
651/07	\$190,740.93	\$109,511.72	\$81,229.21	57.41%
739-09	\$420,400.00	\$103,878.00	\$316,522.00	24.71%
763-10	\$375,240.00	\$ -	\$375,240.00	0.00%
780-10	\$70,000.00	\$10,388.17	\$59,611.83	14.84%
1222-21	\$2,353,200.00	\$15,274.17	\$2,337,925.83	0.65%
1225-21	\$13,787,000.00	\$64,395.00	\$13,722,605.00	0.47%
Total	\$18,423,033.33	\$1,398,896.04	\$17,024,137.29	7.59%

Table 2: 2021 Off-Site Levy Fees Collected

- 2019 Development Permits 40 permits
- 2020 Development Permits 46 permits
- 2021 Development Permits 64 permits
- 2022 Development Permits 41 permits

Issued Building Permits (Annual)

- 2018 Building Permits 153 permits (value \$22,394,765.00)
- 2019 Building Permits 160 permits (value \$18,663,160.00)
- 2020 Building Permits 288 permits (value \$22,865,960.89)
- 2021 Building Permits 215 permits (value \$61,411,419.48)
- 2022 Building Permits 21 permits (value \$6,147,436.00)

(January to March 2022)

**These numbers include all development that required a building permit.*

New Subdivision Applications (Annual)

- 2018 applications 38 applications
- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications
- 2022 subdivisions 13 applications

(January to March 2022)

Total amount of **acres** subdivided in 2022 is **103.37 acres**

- **Total Rural:** 35 acres
 - *Vacant land: 5 acres*
 - *Existing yard sites: 30 acres*
- **Total Urban:** 68.37 acres
 - *Fort Vermilion: 13.8 acres*
 - *La Crete: 54.57 acres*

Author: L Washkevich **Reviewed by:** C Smith **CAO:** _____

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to March 2022 be received for information.

Author: L Washkevich Reviewed by: C Smith CAO: _____

Total Approved Development Permits by Year

Type of Development	2018	2019	*2020	*2021	*2022 Jan- March
Residential	169	180	319	231	29
Industrial & Commercial	40	34	45	40	10
Other	9	18	28	30	2
Total	218	232	392	301	41

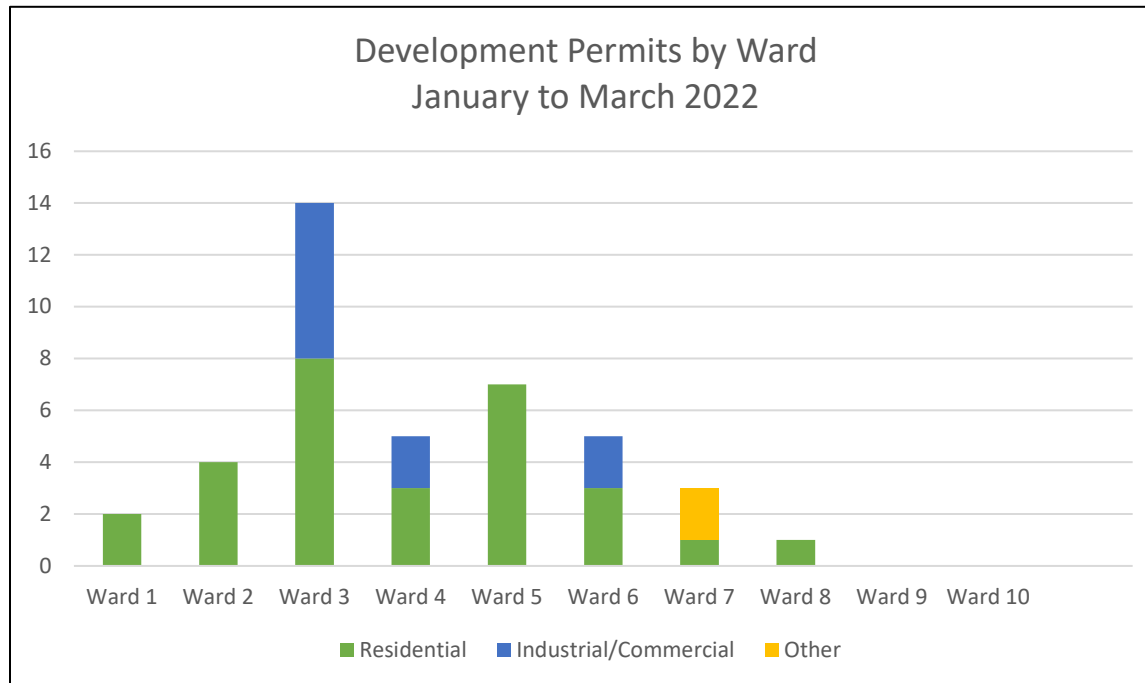
**107 permits due to the FV Flood Recovery in 2020*

** 18 permits due to the FV Flood Recovery in 2021*



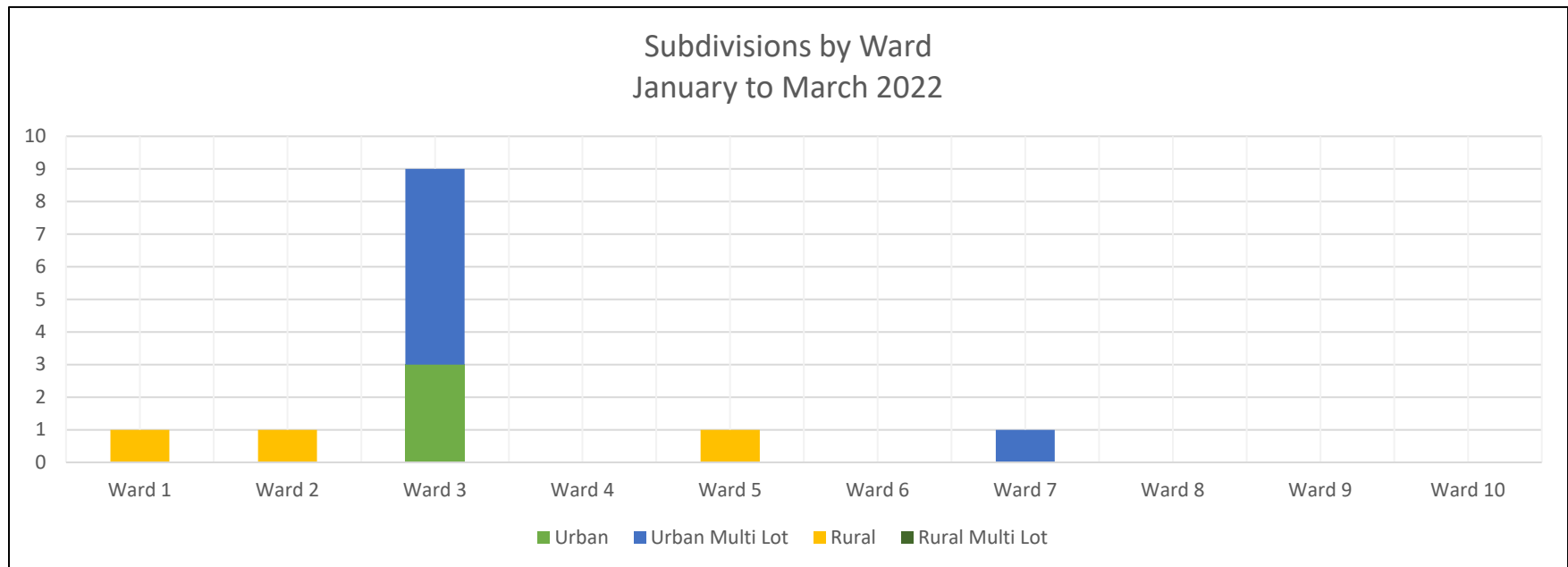
Approved Development Permits by Ward
January to December 2022

Type of Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Residential	2	4	8	3	7	3	1	1	0	0	29
Industrial & Commercial	0	0	6	2	0	2	0	0	0	0	10
Other	0	0	0	0	0	0	2	0	0	0	2
Total	2	4	14	5	7	5	3	1	0	0	41



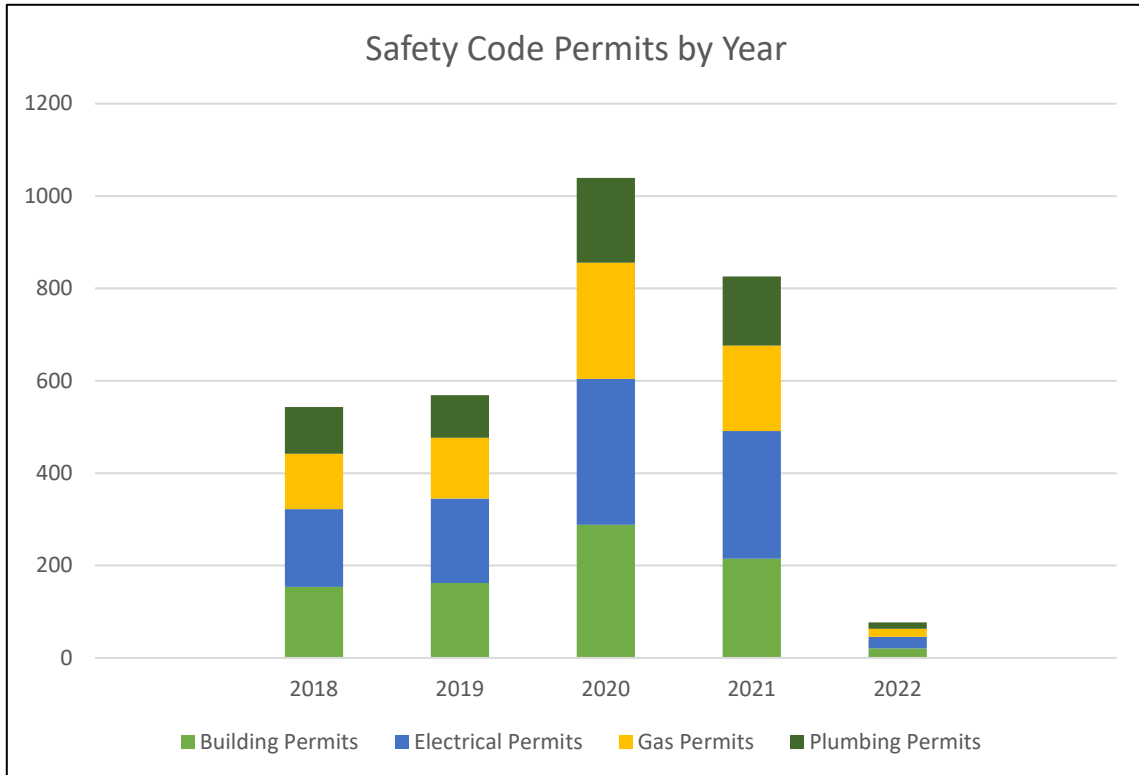
Subdivision Applications by Ward
January to March 2022

Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	3	0	0	0	0	0	0	0	3
Urban Multi Lot	0	0	6	0	0	0	1	0	0	0	7
Rural	1	1	0	0	1	0	0	0	0	0	3
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
Total	1	1	9	0	1	0	1	0	0	0	13



Total Issued Safety Code Permits by Year

Type of Safety Codes	2018	2019	2020	2021	2022 Jan- March
Building	154	162	288	215	21
Electrical	168	183	316	276	25
Gas	120	132	252	185	17
Plumbing	101	92	183	150	14
Total	543	569	1039	826	77



RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of March 24, 2022 be received for information.

Author: K Unrau **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, March 24, 2022 @ 10:00 a.m.

PRESENT: William Wieler Vice Chair, MPC Member (virtual)
David Driedger Councillor, MPC Member (virtual)
Jacquie Bateman Councillor, MPC Member (virtual)
Tim Driedger MPC Member (virtual)

REGRETS: Erick Carter Chair, MPC Member

ADMINISTRATION: Byron Peters Interim Chief Administrative Officer (virtual)
Madison Dyck Development Officer/Recording Secretary
Nicole Friesen Development Officer

MOTION 1. CALL TO ORDER

William Wieler called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MPC 22-03-35 MOVED by Tim Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 22-03-36 MOVED by Jacquie Bateman

That the minutes of the March 10, 2022 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

a) None

6. SUBDIVISIONS

a) **06-SUB-22 Good Brothers Construction (Phase 1)
Subdivision 26 lots & 1 PUL (35.58 acre)
SE 10-106-15-W5M (Frank Goertzen Subdivision) (La Crete)**

MPC 22-03-37 MOVED by David Driedger

That Subdivision Application 06-SUB-22 in the name of Good Brothers Construction on SE 10-106-15-W5M be APPROVED with the following conditions:

1. This approval is for the subdivision of 26 lots and 1 PUL, totalling 35.58 acres (14.398 hectares) in size;
2. The applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
 - c) Provision of all water lines, including all fittings and valves as required by the County;
 - I. **In accordance with Council Motion 22-03-182,** the La Crete East Waterline Oversizing costs will be shared by the County to a maximum of \$75,000.
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot;
 - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the

Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- f) Provision of paved internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and Urban Development Standards Policy DEV001 at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- g) Provision of paved access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Urban Development Standards DEV001;
- h) Provision of street lighting with underground wiring, design and location as required by the County;
- i) Engineered signage package;
- j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision;
- k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped

to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;

- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- n) Any outstanding property taxes shall be paid in full prior to registration of title;
- o) Provision of off-site levies and utility connection fees as required by the County as follows:

- I. Provision of Water and Sewer Services Levy (Bylaw 440/04) imposed in the east area of the Hamlet of La Crete for the purpose of recovering a portion of the cost to expand facilities for the storage, transmission, treatment or supply of water, and the treatment, movement, or disposal of sanitary sewer.

The levy is calculated at \$1,495.82 per residential lot for water, and \$1,158.11 per residential lot for sewer. Twenty-six (26) lots at \$2,653.93 per lot equals **\$69,002.18**.

- II. 94 Ave Sewer Connection Fee (Bylaw 455/04) imposed for the recovery of part of the costs of connection to such services as water and sewer.

The connection fee is charged at \$3,958 per residential lot. Twenty-six (26) lots at \$3,958 per lot equals **\$102,908.00**.

Total Off-Site Levies and Connection Fees = **\$171,910.18**

- p) Provision of Municipal Reserve (MR) in the form of land or money in lieu of land. Specific amount is based on 10% of the subject land and at the current market value. The current market value of this property as assigned by Municipal

Reserve Policy DEV005 is \$15,000 per acre (residential). The total applicable MR equals **3.558 acres of land or equivalent money in lieu**. 3.558 acres times \$15,000 equals **\$53,370.00**;

- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

- b) **07-SUB-22 Simon and Lisa Peters
5.00 acre Subdivision (1 lot)
NW 29-106-15-W5M (La Crete Rural)**

MPC 22-03-38 MOVED by Jacquie Bateman

That Subdivision Application 07-SUB-22 in the name of Simon and Lisa Peters on NW 29-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a subdivision totalling 5 acres (2.02 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,

- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
- e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value in accordance with Policy DEV006. To calculate the required Municipal Reserve, 10% of the subject land is multiplied by the current market value. The current market value for this property is \$7,000 per acre. **5 acres times \$700 equals \$3,500.00 required Municipal Reserve.**
- i) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

a) None

8. IN CAMERA

a) None

9. MEETING DATES

- ❖ Thursday, April 14th, 2022 @ 10:00 a.m. in La Crete
- ❖ Thursday, April 28th, 2022 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC 22-03-39 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:08 a.m.

CARRIED

These minutes were adopted this 14th day of April, 2022.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 12, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Council Action List
- Proposal to Join Call to Action
- CN Annual Vegetation Management Program
- Telus Retiring Payphone Infrastructure
- Town of High Level – Invitation to Community “Ketch-Up” Event
- 2022-02-16 Mackenzie County Library Board Meeting Minutes

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: C. Sarapuk **Reviewed by:** C. Sarapuk **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the information/correspondence items be accepted for information purposes.

Author: C. Sarapuk Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

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OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: C. Sarapuk **Reviewed by:** C. Sarapuk **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the information/correspondence items be accepted for information purposes.

Author: C. Sarapuk Reviewed by: _____ CAO: _____

Mackenzie County Action List as of March 23, 2022

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners. Impacted by 2020 flood.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Jen & Jeff	Engineers report submitted to DRP. Awaiting final review and approvals prior to proceeding Submitted updated report 2022-03-28
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Have contacted AE to restart Project. Project meeting on April 8
November 5, 2019 Regular Council Meeting			
19-11-676	That Mackenzie County representatives appointed to a provincial task force must provide regular written reports to council, shall immediately forward all task force material and information to council and CAO, and shall receive specific, prior approval from council to represent views or negotiate on behalf of the County.	Council	Written Report Needed.
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
July 15, 2020 Regular Council Meeting			
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP 2022 Budget Request

Motion	Action Required	Action By	Status
November 25, 2020 Regular Council Meeting			
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Byron	Working on draft offsite levy bylaw. No Change
December 16, 2020 Budget Council Meeting			
20-12-799	That the County lobby the provincial government (Red Tape Reduction) to consolidate grazing leases into a single tax roll to assist the province and the municipality to reduce red tape.	Byron	In progress
March 9, 2021 Regular Council Meeting			
21-03-185	That administration include Option 4 - being place a new building on higher ground (new location) in the flood recovery work for the Fort Vermilion Airport, and that a detailed budget amendment to fund the works be presented to council prior to issuing a tender for the recovery/mitigation works.	Byron	RFP – Opened at Dec. 16 th Meeting. Mtg. admin reviewing Motion: 21-12-887
May 26, 2021 Regular Council Meeting			
21-05-464	That administration proceed with upgrading the airport lighting at the Fort Vermilion (Wop May) Airport from halogen to LED.	Byron	In Progress
June 8, 2021 Regular Council Meeting			
21-06-498	That Mackenzie County attempt to gain representation in the next policy framework replacing Canadian Agriculture Partnership.	Grant	Presented at 2022-03-19 ASB Meeting – TABLED until next ASB meeting
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED
21-09-637	That administration obtain required approvals and agreements with affected landowners for the West La Crete Road ditch cleanout.	Grant	In Progress
21-09-644	That a commemorative sign be placed at the Heritage Centre in La Crete and the Fort Vermilion lean-to museum highlighting the contribution that Bill Neufeld had in the paving of the Hwy 88 Connector.	Don/Byron	Ongoing. May Draft
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Transfers signed
October 12, 2021 Budget Council Meeting			
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners	Caitlin	Subdivision approved, send to land titles

Motion	Action Required	Action By	Status
	at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.		
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress
October 27, 2021 Regular Council Meeting			
21-10-769	That the Community Services Committee analyze Mackenzie County's Solid Waste requirements at the Waste Transfer Stations and bring back its findings and recommendations no later than August 2022, prior to future budget deliberations	Don	Ongoing – WTS Haul Tender Due June 1, 2022
November 9, 2021 Regular Council Meeting			
21-11-772	That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.	Byron	In Progress
November 30, 2021 Regular Council Meeting			
21-11-794	That administration bring budget options to a future council meeting for a plow truck for Zama.	Willie	
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Carrie/Byron	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development
January 7, 2022 Budget Council Meeting			
22-01-004	That \$200,000 from the Road Reserve be allocated for bridges.	Jen	April 12, 2022
January 11, 2022 Regular Council Meeting			
22-01-017	That administration proceed with land purchase as discussed, with funding coming from the Gravel Reserve Project.	Jeff	In Progress
22-01-020	That administration negotiate and/or verify costs and scope of work for the Fort Vermilion Airport Flood Recovery Phase 3 tender with the current bidder and bring back a recommendation to the next council meeting.	Byron	
22-01-034	That administration arrange meetings with the following Ministries to discuss priority topics during the Rural Municipalities of Alberta (RMA) spring convention in March 2022 in Edmonton.	Byron/Carrie	COMPLETE

Motion	Action Required	Action By	Status																
	<table border="1"> <thead> <tr> <th>Ministry</th> <th>Priority Topics</th> </tr> </thead> <tbody> <tr> <td>Minister of Agriculture, Forestry & Rural Development</td> <td>Land Transfer Grazing Lease & Grazing Reserves- Fire Smart Rural Broadband Internet</td> </tr> <tr> <td>Minister of Municipal Affairs</td> <td>MSI Funding Mackenzie Restructuring</td> </tr> <tr> <td>Minister of Jobs Economy & Innovation</td> <td>Tourism Development of Crown Land</td> </tr> <tr> <td>Minister of Health</td> <td>Emergency Medical Services General Health Concerns</td> </tr> <tr> <td>Minister of Advanced Education</td> <td>Secondary Education Mandating Vaccinations</td> </tr> <tr> <td>Minister of Transportation</td> <td>MELT Program</td> </tr> <tr> <td>Minister of Environment & Parks</td> <td>Tourism on Crown Campground Leases 10 year Plans Land Procurement north of Zama Proposed changes to Fisheries Regulations</td> </tr> </tbody> </table>	Ministry	Priority Topics	Minister of Agriculture, Forestry & Rural Development	Land Transfer Grazing Lease & Grazing Reserves- Fire Smart Rural Broadband Internet	Minister of Municipal Affairs	MSI Funding Mackenzie Restructuring	Minister of Jobs Economy & Innovation	Tourism Development of Crown Land	Minister of Health	Emergency Medical Services General Health Concerns	Minister of Advanced Education	Secondary Education Mandating Vaccinations	Minister of Transportation	MELT Program	Minister of Environment & Parks	Tourism on Crown Campground Leases 10 year Plans Land Procurement north of Zama Proposed changes to Fisheries Regulations		
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February 2, 2022 Regular Council Meeting																			
22-02-070	That a letter be sent to the Town of High Level requesting support for the 2019 Chuckegg Wildfire Disaster Recovery Program Claim.	Byron																	
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval. PLS140031 PLS170002 PLS180022 PLS180027 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	In Progress																
February 16, 2022 Regular Council Meeting																			
22-02-103	That administration enter into a tax payment agreement with Tallahassee Exploration Inc. as discussed.	Jen	Awaiting executed agreement																
22-02-104	That the property for sale on Tower road proceed as discussed.	Jen	Information provided to Coms – Website Update																

Motion	Action Required	Action By	Status
22-02-107	That the 2022 budget be amended by \$13,000 for the rental and timber salvage fee associated with Recreation Lease REC-100008, one time project, La Crete Walking Trail LOC with funding coming from the General Operating Reserve.	Jen	COMPLETED
22-02-108	That Administration move forward to renew the Campground Caretakers contract to operate the Campgrounds at Hutch Lake and Wadlin Lake for the 2022 season and for administration to advertise for a caretaker at Machesis Lake Campground.	Don	Machesis Lake Tender Closes April 26, 2022
22-02-109	That the 2022 Capital budget be amended to include an Electric Olympia (Zamboni) project with funding coming from Municipal Climate Change Action Centre Grant in the amount of \$50,000, and Other Sources/La Crete Recreation Society in the amount of \$126,500.	Jen	COMPLETED
22-02-110	That the 2022 Operating Budget be amended by \$432,266 once the RSSA, and other agreements are signed by both parties with funding coming from the General Operating Reserve.	Jen	Refer to CM 22-03-224
22-02-120	That administration bring back options regarding insurance	Jen	
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron/Carrie	
March 8, 2022 Regular Council Meeting			
22-03-146	That administration proceed with land purchases as discussed.	Jen	In Progress
22-03-147	That the 2021 Insurance Summary Report up to and including March 3, 2022, be received for information and that administration proceed as discussed.	Jeff	
22-03-150	That the La Crete Residential Waste Collection contract be extended for a period of one (1) year as per the current terms and conditions.	Don	COMPLETE
22-03-155	That administration bring back the Gravel Reclamation Reserve Policy for amendment as discussed.	Jen	In progress
22-03-174	That Mackenzie County create an educational campaign to raise awareness and to promote care of County infrastructure to fund maintenance cost with potential input from ratepayer meetings.	Carrie	
22-03-175	That administration proceed with amending the PW010 Road Protection Agreement Policy as discussed and bring back to the next Council meeting.	Jeff	

Motion	Action Required	Action By	Status
22-03-176	That administration conduct an operations review in regards to Public Work operations in hamlet for Council review.	Jeff	
22-03-179	That administration proceed with the closure of the undeveloped road allowance between SW 17-106-12-W5M and NW 8-106-12-W5M for the purpose of sale and consolidation with the adjacent parcels.	Caitlin	Adjacent landowner unsure whether or not to proceed
22-03-180	That Mackenzie County sell the undeveloped road allowance for market value, subject to the registration of a road closure between SW 17-106-12-W5M and NW 8-106-12-W5M.	Caitlin	Adjacent landowner unsure whether or not to proceed
22-03-185	That the membership for the Federation of Canadian Municipalities Membership be renewed for 2022.	Carrie	Invoice given to Finance
22-03-188	That May 9 – 13, 2022 be proclaimed as “Economic Development Week”.	Byron	
22-03-190	That administration bring back options for local golf tournament sponsorship.	Jeff	
22-03-191	That Mackenzie County sponsor the Peewee, Junior, and Senior Mini Broncs event and the Children’s Prizes for both days and make payment to the High Level Agricultural Society in the amount of \$2180 for the 52nd Annual High Level Rodeo.	Carrie	Cheque Request COMPLETE
March 22, 2022 Committee of the Whole Meeting			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	
COW-22-03-022	That Policy ASB021 – Weed Control Policy be TABLED for further information.	Grant	
March 23, 2022 Committee of the Whole Meeting			
22-03-207	That Machesis Lake Campground Caretaker Tenders be re advertised in the local paper and on the Alberta Purchasing Connections website.	Don	Advertised
22-03-212	That Mackenzie County develop and enter into an Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground for a term no more than five (5) years as per the March 13, 2022 proposal submitted.	Don	
22-03-213	That once the Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground is signed the 2022 operating budget be amended with \$10,000 for the Zama Recreation Society coming from the Parks and Recreations 2022 Operating budget.	Jen	Awaiting signed agreement

Motion	Action Required	Action By	Status
22-03-214	That Administration bring to the next Council meeting an amendment to Bylaw 1246-21 Fee Schedule – Parks - Section 1 General Park Fees with the removal of Zama Community Park and all references under this heading.	Don	2022-04-12
22-03-215	That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.	Jeff	
22-03-218	That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.	Byron/Carrie	
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	
22-03-225	That the 2021 Operating Budget be amended by \$432,266 once the RSSA, and other agreements are signed by both parties, with funding coming from the General Operating Reserve.	Jen	COMPLETE
22-03-228	That the \$75,000 received from insurance for the Airport Control Shack be allocated to the General Capital Reserve in 2021.	Jen	COMPLETE
22-03-229	That the 2022 Capital Budget be amended by \$75,000 for the Airport Lighting Upgrade Project with funding coming from the General Capital Reserve	Jen	COMPLETE
22-03-230	That the Xerox 110 scanner be purchased with the funds coming from the 2022 Capital Budget – Fort Vermilion Xerox Replacement.	Carrie	IN PROGRESS
22-03-231	That administration requests that the RCMP provide a statement to Mackenzie County regarding the discontinuation of the service of providing Criminal Record Checks at the Mackenzie County Office in La Crete and Mackenzie County will assist in notifying the public.	Carrie	COMPLETE
22-03-233	That Council approve the Regravelling Program 2022 as discussed, and that administration be directed to commence advertising.	Jeff	

From: [Colin Buschman](#)
To: [Josh Knelsen](#)
Cc: [Office](#)
Subject: Proposal to Join Our Call to Action - NPF
Date: March 28, 2022 11:00:45 AM
Attachments: [image666296.png](#)
[image106911.png](#)
[image532686.png](#)
[image270588.png](#)
[image502163.png](#)
[GoA Call to Action.pdf](#)

Dear Reeve Knelsen and Mackenzie County Council,

I am writing to you today, with a proposal to join our Call to Action to the Government of Alberta to halt the idea of a new provincial police service and to invest the proposed new monies into underfunded critical services within Alberta. This injection of funding would have a larger and more immediate impact within our communities to improve community safety and the health and well-being of all Albertans.

As you are aware, the Government of Alberta is reviewing the possibility of transitioning away from the RCMP to a new Alberta Provincial Police Service (APPS). Last year, they released a [Transition Study](#), which outlined potential exorbitant costs, including \$366 million in one-time transition costs over six-years and \$139 million in additional policing costs annually, increasing with inflation. With that said, over just a six-year period costs would total over \$1.2 billion.

Through polling that the NPF has conducted over the past year, it is clear that Albertans feel the same with. An overwhelming 84% of Albertans support retaining the RCMP and believe the Government of Alberta should instead focus on addressing the root causes of crime and improving social services.

As the Government of Alberta continues to consult and push the idea of a new and expensive police service forward, now is the time for all impacted stakeholders to come together to tell the government that the proposed money would be better invested into critical services to address under resourcing, staffing shortages, and the lack of social support programs.

Attached to this email is a draft of the Call to Action to the government for your review.

Our goal is to have stakeholders sign on and to release publicly at the end of April in a joint effort.

If you are interested in signing onto the Call to Action, please reply to this email and include your logo for use which will be added to the Call to Action, before April 15, 2022.

If you have any questions, comments, or concerns, please don't hesitate to contact me.

Colin Buschman

Western Government Relations Advisor | Conseiller, Relations Gouvernementales de l'ouest

National Police Federation | Fédération de la Police Nationale

(236) 233-8100

<https://npf-fpn.com>



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**



[nationalpolicefederation](#)

[National Police Federation](#)

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.
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Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
 - *Expand Police and Crisis Teams with police and Alberta Health Services*
 - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
 - *Ensure timely trials by prioritizing violent over non-violent crimes*
 - *Hire more Crown prosecutors and appoint more Provincial Court Judges*



Luanne Patterson
Senior System Manager
Environmental Assessment

Directrice de l'analyse des systèmes
Évaluation environnementale

Box 8100
Montreal, Quebec Canada
H3C 3N4

Boite 8100
Montréal, Québec/Canada
H3C 3N4

April 1, 2022

RE: CN RIGHT-OF-WAY VEGETATION CONTROL

Dear Mayor,

CN remains committed to running its railway safely and efficiently and building a level of trust and collaboration with the communities where we do business.

To that end, we are reaching out to advise you of our vegetation control activities in your area between April and October 2022. A regularly updated schedule is available at www.cn.ca/vegetation

If not managed properly, trees, brush or other vegetation can severely compromise rail and public safety. Vegetation can impede the view motorists have of oncoming trains and increase the risk of crossing accidents. Moreover, unwanted vegetation can damage the integrity of the railbed, interfere with signals and switches, contribute to track side fires, compromise employee and citizens safety, reduce visibility for train crews at road crossings/train control signals and track side warning devices, to name a few of the potential risks.

Our annual vegetation control program is designed to mitigate these risks by managing brush, weeds and other undesirable vegetation. CN's vegetation control program is critical to ensure safe operations and contributes to the overall safety of the communities in which we operate.

Control measures

CN manages vegetation using both chemical and mechanical methods. We are sensitive to concerns your community may have regarding chemical vegetation control and I would like to assure you that at CN, we strive to safeguard our neighbouring communities and the environment.

The track infrastructure is composed of two main sections, the ballast section typically ranging from 16-24 feet (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast section to the CN property boundary).

The 16-24 foot ballast section and the areas around signals and communications equipment that are critical for safe railway operations will be managed using chemical methods. Application in these safety critical areas is done by spray trucks or spray trains with downcast nozzles that spray a short distance above the ground surface with shrouded booms, specially designed to limit the chemicals from drifting. The right-of-way section is maintained using mechanical control methods such as mowing or brush cutting and may be chemically treated to control noxious or invasive weeds or brush.



CN will use chemical control techniques on the ballast section and specific locations of the right of way throughout the network for safety reasons. Furthermore, when chemicals are applied via spray train or truck, as outlined in the photo below, additives called surfactants are included to make the chemical work better.



CN has retained professional contractors qualified to undertake this work. They are required to comply with all laws and regulations applicable to CN. In addition, the contractors will ensure that vegetation control is performed with consideration of the environment and in accordance with the highest industry standards.

Inquiries

Should your community have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at www.cn.ca/vegetation before June 1, 2022 with the specific information and location. CN will make every effort to include those locations as part of our 2022 Vegetation Management Program. All notices sent after the above-mentioned date will be included in the 2023 Vegetation Management Plan.

We look forward to working with you and answering any questions you may have regarding our vegetation control activities in your community.

Please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1888-888-5909, or by email at contact@cn.ca.

Please also find attached a list of FAQs regarding the program that may be of further assistance. Best regards,

A handwritten signature in blue ink, appearing to read "Luanne", with a long horizontal flourish extending to the right.

Luanne Patterson
Senior System Manager, Environmental Assessment



Annual Vegetation Management Program Frequently Asked Questions (FAQs)

Where can I get more information about CN's Vegetation Management Program?

For more details please visit our website at www.cn.ca/vegetation

Why does CN need to remove vegetation along its train tracks annually?

At CN, safety is a core value. Part of maintaining and operating a safe railway is ensuring vegetation is managed along our corridors. CN also has an obligation, pursuant to the *Rules Respecting Track Safety*, adopted under the *Railway Safety Act*, to ensure that vegetation on or immediately adjacent to the railway roadbed is controlled. More specifically, the Rules require federal railways to ensure the track is free of vegetation that could create fire hazards, affect the track integrity or obstruct visibility of operations and inspections. Separate regulations also require removal of vegetation to ensure every grade crossing meets sightline requirements.

Where does CN remove vegetation?

For the purposes of vegetation control, CN divides its rail lines into two components: the ballast section and the right-of-way. The ballast section (graveled area) covers a 16 to 24ft width (4.9 to 7.3m). The right-of-way section covers a 42ft width (13m) on each side of the ballast section.





Vegetation in the right-of-way section needs to be controlled to protect sight lines for train crews to see signal systems and at road crossings, prevent trees from fouling the track during storms, reduce fuel loading to prevent fires, minimize wildlife mortality, ensure good drainage along ditches and culverts, amongst other safety requirements and is primarily controlled mechanically, by mowing and cutting of vegetation. Certain herbicide products are used (excluding glyphosate) to encourage grass rather than shrubs and trees.

The ballast section, on the other hand, is the most critical area as it supports the track infrastructure that supports the movement of freight and passengers and provides an area for train crew to safely inspect their train. Given the crucial role it plays in ensuring the safety and integrity of rail operations, this section must be clear of all vegetation. The only proven way to effectively completely remove vegetation in the ballast section is through chemical application.



How will you manage dry plants that remain once the spraying is completed?

Ensuring vegetation is controlled on an annual basis is the best method to reduce larger volumes of dead and dry plants. This is because it eradicates vegetation before it grows, reducing the amount of dead plant material. CN's program has been developed specifically with this in mind. Most vegetation, once dead, will naturally decay leaving little debris. As for the right-of-way, the herbicides used are selective and the grass cover will remain intact while shrubs or noxious weeds will be controlled.



What herbicides will CN be using?

The choice of chemicals used depends on the specific plants targeted. All pesticides used in Canada are approved for use in Canada and the province in which they are applied. The chemicals for 2022 may include:

Pesticide Product Brand Name	Active Ingredients	PCP Registration Number
VP480 (Dow)	Glyphosate (480g/L)	28840 31333 32773 30203 30922 31470 31760 27736
Esplanade (Bayer)	Indaziflam (200 g/L)	
	Saflufenacil (29.74%)	
Detail (BASF)	imazapyr isopropylamine (26.7%)	
Arsenal Powerline (BASF)	Metsulfuron-methyl (12.6%)	
Navius (Bayer)	Aminocyclopyrachlor (39.5%)	
Gateway (Corteva)	Paraffinic Oil (586 g/L)	
Hasten NT (Norac)	Alkoxylated alcohol non-ionic	
VisionMax (Bayer)	surfactants (242 g/L)	
	Methyl and ethyl oleate (esterified	
	vegetable oil) 75.20%	
	Glyphosate (540 grams acid	
	equivalent per litre)	

Will you be using Glyphosate. If so, is it dangerous for us or my pets?

All pesticides CN uses in Canada are registered by Health Canada's Pest Management Regulatory Agency (PMRA) and have been approved for use in the province in which they are applied. Protection of human health and the environment is Health Canada's primary objective in the regulation of pesticides and all pesticides must undergo rigorous science-based assessments before being approved for sale in Canada. The PMRA also re-evaluates registered pesticides on a cyclical basis to ensure they continue to meet modern health and environmental standards. The PMRA re-evaluated glyphosate in 2017 and reconfirmed that products containing glyphosate do not present risks to human health or the environment when used in accordance with revised label directions. CN's vegetation control contractor uses glyphosate in accordance with label directions.



Has CN tried any non-chemical weed control options in the past, such as weed whacking? Have they worked?

CN has used weed cutting in the past to control vegetation, but this does not remove the roots, and actually encourages more growth. It is not an effective long-term solution for vegetation removal along railway tracks. The application of steam injection has also been investigated; however it has proven ineffective in killing the roots, which, if left to continue growing, could compromise the integrity of the rail bed, causing unsafe operating conditions.

CN has also explored other options, such as high concentrate vinegar (acetic acid), however this was deemed not to be a viable option as the acid reacts negatively with steel and the sensitive electronic monitoring equipment used to regulate safe movement and operation of our trains.

I am an organic farmer adjacent to your tracks, should I be worried?

Most of the vegetation control focuses on the ballast section (graveled area) which is 16 – 24 feet (4.9 to 7.3 meters) wide, leaving about 42 feet (13 meters) of right-of-way on each side of the ballast. The equipment used for application is a shrouded boom which focuses the spray downward to reduce potential drift. Application must also be done during appropriate weather conditions, including low wind levels.

Many properties back onto the railway. Are Detail, Overdrive, Esplanade, VP480, VisionMax, Arsenal Powerline, Navius, and Gateway safe to use in close proximity to people and pets?

All pesticides used in Canada must be registered by Health Canada's Pest Management Regulatory Agency (PMRA), which has one of the toughest regulatory requirements in the world for approving products for safe use. CN only uses pesticides that have been approved for use in Canada and the province in which they are applied. When used according to label directions, PMRA has evaluated them to be safe.

Can I request my area not be sprayed?

At CN, safety is a core value. CN is governed by the Railway Safety Act and must comply with the laws and regulations. Vegetation control is a key component of keeping our employees and the communities in which we operate safe. Ensuring vegetation is kept clear of our infrastructure, signals, road crossing sight lines and enabling our teams to



inspect and maintain the track is critically important. As a result, all areas of the CN ballast section will be treated to control vegetation.

Colleen Sarapuk

Subject: FW: TELUS | Honouring a Legacy of Uniting People Across Canada: Retiring Our Payphone Infrastructure

From: Brian Bettis <brian.bettis@telus.com>

Sent: April 1, 2022 11:02 AM

Subject: TELUS | Honouring a Legacy of Uniting People Across Canada: Retiring Our Payphone Infrastructure

To our valued Municipal Partners,

TELUS is committed to connecting Canadians to the people they care about by building world-class cellular and wireline networks. We have made generational investments in connectivity for nearly a century across Canada. As technology standards change, so do the needs of our customers—and as we look to support ever-evolving customer needs, this means we will be transitioning away from payphone-based communications while investing heavily in the deployment of 5G connectivity solutions.

We acknowledge the important role that payphones have played in your community and would like to celebrate the transition from one technology to another. Recently, your administration received a notice from our approved vendor (WiMacTel) that we will be decommissioning the last payphone in your community. If, for any reason, you have not received notice or have any questions about this process, please do not hesitate to reach out to me to discuss the payphone decommissioning plans.

Our Heritage: Celebrating the Payphone

Everyone has a payphone story. While I might be showing my age, I recall the first time I used a payphone to make a phone call and the magic of hearing the person on the other end say “Hello!”. Whether needed for a check-in with a parent, or a phone call to a close friend to say “I’m at the mall.”, payphones were the connective tissue that kept society in touch through much of the late twentieth century.

The retirement of legacy technology and an investment in programs to support the next generation is one way we can collectively acknowledge the important role payphones played for many generations. TELUS will be automatically making a donation to the [TELUS Friendly Future Foundation](#) on behalf of your community in the amount of \$1000. The TELUS Friendly Future foundation is an independent registered charity dedicated to funding health, education and technology focused charitable programs for youth in communities across Canada.

Our Continued Investment in Connectivity

At TELUS, connectivity is critical in everything we do. That’s why we are continuing to make investments in connectivity and new technology across Western Canada. TELUS also offers [a support program for Indigenous at risk or women surviving violence, low-income seniors and young adults transitioning from foster care with free phones](#) and subsidized plans to help communities stay healthy, connected, and safe.

Lastly, if your community or an organization within would like to keep the decommissioned payphone for display purposes, we would be happy to work with you to ensure that it stays within the community as an acknowledgement of a shared piece of technology history.

Thank you for your consideration and please do not hesitate to reach out if you have any questions.

Sincerely,

Brian Bettis
General Manager, Northern Alberta and BC Interior | Customer Solutions Delivery | TELUS
Mobile 780-868-6837 | Brian.Bettis@telus.com



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File# 0530 09

April 1, 2022

Reeve and Council
Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Reeve Knelsen and Council,

RE: Invitation to Community “Ketch-Up” Event – April 30th 2022

Please receive this letter as an official invitation to the Town of High Level’s Community “Ketch-Up” on Saturday April 30th 2022 at the High Level Curling Rink from 11:00 a.m. – 3:00 p.m.

The Town is hosting this event in an effort to bring our regional partners, neighbours and friends together to catch up (“ketch-up”).

This event features a complimentary barbeque, indoor bouncy houses for the kids, and a small tradeshow for local non-profit groups to share information on their upcoming initiatives and activities.

The Town will also be hosting an information booth to gather additional public feedback on the draft goals and priorities from our Draft Strategic Plan 2022 – 2026.

We look forward to seeing Mackenzie County’s Reeve and Council with your families at this event.

Sincerely,

Crystal McAteer
Mayor

Cc: Town of High Level Council

Sent via email: josh@mackenziecounty.com and legislative@mackenziecounty.com

**Mackenzie County Library Board (MCLB)
February 16, 2022 Board Meeting Minutes
Fort Vermilion Library**

Present: Cameron Cardinal, Lorraine Peters, Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie, McLean.

Absent: Steven Simpson, Lisa Wardley.

1.0 Kayla Wardley called the meeting to order 7:06 pm.

2.0 Approval of the Agenda:

MOTION #2022-02-01 Wally Schroeder moved the approval of the agenda as revised. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2022-02-02 Lorraine Peters moved the approval of the January 11/22 meeting minutes. **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of February 14/22:

- Balance Forward \$ 114,027.41
- Total Revenues \$ 121,505.44
- Total Expenses \$ 7,358.59
- Bank Balance \$ 228,174.26

MOTION #2022-02-03 Tamie McLean moved to accept the financial report as presented. **CARRIED**

5.2 Fort Vermilion Library (FVL) Financials as of Feb 14/22:

- Balance Forward \$ 43,700.02
- Total Revenues \$ 68.63
- Total Expenses \$ 3366.87
- Bank Balance \$40,401.78

MOTION #2022-02-04 Wally Schroeder moved the acceptance of the financial report. **CARRIED**

MOTION #2022-02-05 Lorraine Peters moved that the libraries be given their first funding allotment. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Circulation for January 2022 was 12,948 items.
- Financial for 2021 were: Income 156K, Expenses 163K, Deficit 7K. The books were audited.
- The 5 cheese cake fundraiser brought in \$1,135.
- A Purdy's chocolate fundraiser will be held in February.
- The AGM was held on Feb 7/22 at 7:00 pm. Lena Martins resigned and Darla Siemens was voted in.

6.2 Fort Vermilion:

- Circulation for January was 498 items.
- Book orders are in progress. 44 items were added in January.
- Inventory was completed.
- One new patron was added in January.
- 47 patrons used the library in January.
- The library was open 12 days or 80 hours in January.

6.3 Zama:

- More home schoolers are using the library.
- A fireplace, pictures and couches were put in the library lobby.
- Snow shoes were ordered for rental purposes.

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6.4 Mackenzie County Library Consortium (MCLC):

- No report.

6.5 High Level:

- The Blast program is building new shelves.
- Curbside pickup is still available. Masking is still in place.
- Many weekly events are planned. Craft Tuesdays, Tech Thursdays. Etc
- They are opening on Mondays again
- Fine free Fridays are continuing in February..

MOTION #2022-02-06 Wally Schroeder moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

7.1 MCLB Workshop:

- A workshop is being planned for September.

8.0 New Business:

-None

9.0 Correspondence:

- Christmas card from Ric McIver
- Northern lights College 50th year Commemorative book.

10.0 In Camera:

- Not required.

11.0 Next Meeting Date and Location: Fort Vermilion Library, March 29, 2022 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2022-02-07 Wally Schroeder moved to adjourn the meeting at 8:15 p.m.

CARRIED

These minutes were adopted this 29th day of March 2022.

Chair: Kayla Wardley